

82-84

STUDENT

HANDBOOK



EMERGENCY PHONE NUMBERS

Fitchburg State Health Service.....345-2151 extension 3216

Fitchburg State Campus Security.....345-2151 extension 3111

AMBULANCE

Montachusett Ambulance Service.....343-6401

(or contact the Fire Department in your locality --
see below for phone numbers)

FIRE

Fitchburg.....343-4803

Leominster.....534-6546

Lunenburg.....582-4206

HOSPITAL EMERGENCY ROOMS

Burbank Hospital.....345-5012

Leominster Hospital.....537-4811

Nashoba Community Hospital.....772-0200

POLICE

Fitchburg.....345-4355

Leominster.....537-4811

Lunenburg.....582-4531

UTILITIES

Fitchburg Gas and Electric Company.....343-6931

New England Telephone.....342-9911

MISCELLANEOUS

Board of Health.....345-4329

Family Planning Offices.....345-0368

LUK Crisis Center.....345-0685

Welfare Offices.....345-2181

HANDBOOK

STUDENT

82-84



It is the policy and commitment of Fitchburg State College not to discriminate on the basis of race, sex, age, color, national origin, religion or handicap in its educational programs, activities, admissions, or employment policies, and to actively comply with Title IX of the 1972 Education Amendments, Executive Order 11246 as amended, Section 504 of the Rehabilitation Act of 1973, Titles VII and VIII of the Public Health Service Act and all other pertinent State and Federal regulations. 2/82

THE STUDENT DIRECTORY

Fitchburg State College

TABLE OF CONTENTS

Academic Calendar	1
History of the College	4
Academic Policies & Procedures	5
Student Life, Rules & Regulations, Judicial Code	10
Student Activities, Clubs & Organizations	21
College Governance	27
Athletics/Intramurals	28
Support Services	29
Health Services	33
Housing	37
Tenant Information	49
Miscellaneous	53



Digitized by the Internet Archive
in 2013

<http://archive.org/details/studenthandbook19821fitc>

ACADEMIC CALENDAR



1982-1983 ACADEMIC CALENDAR

FALL - 1982

September	6	Monday	(Labor Day) Residence Halls open for all new students and Student Teachers - 12:00 noon
	7	Tuesday	College opens including residence halls for returning students. First Student Teaching station begins
	8	Wednesday	Classes begin 8:30 AM
	22	Wednesday	Final day for Adding/Dropping courses. Fall Academic Convocation -afternoon classes suspended 1:30
October	6	Wednesday	Final day for making up Incomplete grades from previous semester
	7	Thursday	U.S. & Mass. Constitution Examinations
	11	Monday	Columbus Day - No classes
	29	Friday	First Student Teaching station ends
November	1	Monday	Second Student Teaching station begins
	3	Wednesday	Final day for withdrawal from classes without penalty
	11	Thursday	Veterans Day - No classes
	18	Thursday	U.S. & Mass. Constitution Examinations
	24	Wednesday	Thanksgiving recess begins 3:30 PM; Residence Halls close 5:00 PM
	28	Sunday	Thanksgiving recess ends; Residence Halls reopen 3:00 PM
December	13	Monday	Last day of Fall Semester classes
	14	Tuesday	Reading & Review Day
	15-23		Final Semester Examinations; Saturday Dec. 18 included
	23	Thursday	Second Student Teaching station ends Residence Halls close 6:00 PM

SPRING - 1983

January	23	Sunday	College opens; Residence halls open for all students 10:00 AM
	24	Monday	Classes begin 8:30 AM; First student teaching station begins
February	7	Monday	Final day for Adding/Dropping courses
	21	Monday	Washington's Birthday - No classes
	22	Tuesday	Final day for making up Incomplete grades from previous semester
	24	Thursday	U.S. & Mass. Constitution Examinations
March	11	Friday	First Student Teaching station ends Spring vacation begins 4:30 PM Residence halls close 6:00 PM
	20	Sunday	Spring vacation ends; residence halls open 10:00 AM
	21	Monday	Second Student Teaching station begins
	28	Monday	Final day for withdrawal from classes without penalty
	1	Friday	No Classes
April	18	Monday	Patriot's Day - No classes
	21	Thursday	Honors Convocation; afternoon classes suspended at 1:30 PM
May	9	Monday	Last day of Spring Semester classes
	10	Tuesday	Reading & Review Day
	11-18		Final Examination; Saturday May 14 included
	20	Friday	Second Student Teaching station ends
	29	Sunday	Commencement 2:00 PM Campus Quadrangle

1983-1984 ACADEMIC CALENDAR

FALL - 1983

September	5	Monday	(Labor Day) Residence Halls open for all new students and Student Teachers - 12:00 noon
	6	Tuesday	College opens including residence halls for returning students. First Student Teaching station begins
	7	Wednesday	Classes begin 8:30 AM
	21	Wednesday	Final day for Adding/Dropping courses. Fall Academic Convocation -afternoon classes suspended 1:30
October	5	Wednesday	Final day for making up Incomplete grades from previous semester
	6	Thursday	U.S. & Mass. Constitution Examinations
	10	Monday	Columbus Day - No classes
	28	Friday	First Student Teaching station ends
	31	Monday	Second Student Teaching station begins
November	2	Wednesday	Final day for withdrawal from classes without penalty
	11	Friday	Veterans Day - No classes
	17	Thursday	U.S. & Mass. Constitution Examinations
	23	Wednesday	Thanksgiving recess begins 3:30 PM; Residence Halls close 5:00 PM
	27	Sunday	Thanksgiving recess ends; Residence Halls reopen 3:00 PM
December	12	Monday	Last day of Fall Semester classes
	13	Tuesday	Reading & Review Day
	14-23		Final Semester Examinations; Saturday Dec. 17 included
	23	Friday	Second Student Teaching station ends Residence Halls close 6:00 PM

SPRING - 1984

January	22	Sunday	College opens; Residence halls open for all students 10:00 AM
	23	Monday	Classes begin 8:30 AM; First student teaching station begins
February	6	Monday	Final day for Adding/Dropping courses
	20	Monday	Washington's Birthday - No classes
	21	Tuesday	Final day for making up Incomplete grades from previous semester
	23	Thursday	U.S. & Mass. Constitution Examinations
March	16	Friday	First Student Teaching station ends Spring vacation begins 4:30 PM Residence halls close 6:00 PM Final day for withdrawal from classes without penalty
	25	Sunday	Spring vacation ends; residence halls open 10:00 AM
	26	Monday	Second Student Teaching station begins
	16	Monday	Patriot's Day - No classes
	20	Friday	No Classes
April	26	Thursday	Honors Convocation; afternoon classes suspended at 1:30 PM
	7	Monday	Last day of Spring Semester classes
	8	Tuesday	Reading & Review Day
	9-16		Final Examination; Saturday May 14 included
	18	Friday	Second Student Teaching station ends
	27	Sunday	Commencement 2:00 PM Campus Quadrangle

HISTORY OF THE COLLEGE

History Of The College

The State Normal School in Fitchburg was established in 1894 by an act of the Massachusetts legislature and opened in temporary quarters in the old high school building on Academy Street. Principal John G. Thompson was aided by three teachers, 200 books, and an \$11,500 budget for the education of 46 women in a two-year program. In December, 1896, the school moved into its new building and took charge of the Day Street and Highland Avenue city buildings as state schools of observation and practice.

Several years later the Edgerly School was opened on an eight grade model and practice school and in 1910 it became one of the first junior high schools in the United States. The following year a Practical Arts teacher training course for men, the first of its kind in the country, was instituted. The new course assisted in increasing male enrollment.

In 1932, the school was authorized as a four-year college to grant the Bachelor of Science in Education degree and two years later became State Teachers College at Fitchburg. Over the next decades, many departments such as Special Education, Nursing, and Business Administration were added to the existing education departments, and by 1977 Fitchburg State College was offering thirty-one degree programs in the thirteen academic departments to its 3,400 full-time students and 4,600 part-time students. The campus now has 54 acres and 23 buildings.



Accreditation And Memberships

Fitchburg State College is accredited by the New England Association of Schools and Colleges, The National Council for Accreditation of Teacher Education and the National League for Nursing.

The New England Association of Schools and Colleges is one of six nationally recognized regional accrediting associations in the United States and is the official accrediting agency for schools and colleges in the six New England States. Institutional membership in the Association indicates that the school or college has been carefully evaluated and found to meet standards agreed upon by qualified educators.

Fitchburg State college is a member of the American Association of Colleges of Teacher Education, The College Entrance Examination Board, The American Association of Colleges of Nursing, The American Association of State Colleges and Universities, American Association of University Women, The International Association of Colleges and Universities, The American Council on Education, and The New England Association of College Admissions Counsellors.

[illegible]

Academic Honesty

Academic honesty involves the kind of responsibility and ethical standards which one should expect in a professional person.

Any instance in which a person passes in another's work as his own is dishonesty. This includes plagiarism as well as other forms of copying. Direct quotations from any sources in a report must be placed in quotation marks and properly documented.

Students are likewise responsible for preventing copying. A student who provides the opportunity for someone to copy or loans his/her paper to someone is not maintaining standards and will also be subject to disciplinary action.

Attendance Regulations

In the absence of a departmental policy, requirements regarding student attendance at classes will be determined by each faculty member and so announced to the students at the beginning of each course and stated in the course syllabus.

Class attendance is a matter for instructor and student to consider. It is the prerogative of the instructor to place a value on class attendance and it is the instructor's duty to inform students of these views early in the semester and to state the policy in the course syllabus. Students will not be dropped from class on basis of absences.

It is the responsibility of each instructor to maintain a record of attendance for students in classes. Should the need arise for verification of a student's attendance, direct reference will be made to the faculty member involved.

Where validation of an absence is available through any source, it is recommended that the student show the validation to all instructors concerned and then place it on file in the Registrar's Office or the Student Life Office.

It is the responsibility of each student to consult with his/her professors prior to an absence or immediately upon his/her return.

Auditing Courses

Students are permitted to audit courses, but must have the approval of the instructor. A record of audited courses does not appear on the student's official transcript.

Change of Class Schedules

During the first and second week of each semester students are allowed to change their schedule of classes through the use of an Add/Drop form and with appropriate approval. A student must have the approval of the course instructor in order to add or drop a course during this period and must have the ap-

proval of the Dean of Undergraduate Studies and the academic advisor if this change in schedule results in less than 12 or more than 18 S.H. of course work. Add/Drop forms are available from the Office of the Registrar.

Change of Major

Any student who desires to change his major course of study should obtain the appropriate form from the Office of the Registrar and secure the signatures of the chairmen of both the department to be entered and the department being left.

Department chairmen will offer advice and assistance and will assign the student a new academic advisor. A student must then satisfy the requirements of the new major program according to the catalog of the year of the matriculation.

Withdrawal From A Course

Students may withdraw from a course during the first two weeks of the semester without penalty by notifying the instructor and the Registrar, using the Add/Drop form obtainable from their advisor. Between the end of the second and the end of the eighth week of classes, students may withdraw by obtaining the permission of the instructor and faculty advisor. Students who withdraw during this period will receive a grade of "W." Any student who fails to follow these procedures will automatically receive an "F" (grade "0") for the course. A student who withdraws from a course after the eighth week of a semester will be assigned an "F" grade unless extenuating circumstances warrant further consideration.

Withdrawal From The College

Students contemplating withdrawal from the college should discuss their plans with a representative from either the Counseling Center, the A.I.D. Office, Dean of Undergraduate Studies or Associate Dean of Students.

Information and assistance about withdrawal and withdrawal forms may be obtained from any of these offices. Properly completed withdrawal will help expedite a return to the college at a later date.

Students who withdraw within the first eight weeks of the semester will receive a "W" in each of their courses. Students who leave the College during a semester and do not "Officially Withdraw" will receive "F" grades in all their courses. Students who leave the College after the first eight weeks will receive "F" grades in all their courses.

Return After Withdrawal

A student who withdraws from the College in good standing without completing his baccalaureate studies may return to the College upon request to the

Registrar. To insure his return at the time desired, the student should make such a request to the Registrar before April 1 for the Fall semester or before November 1 for the Spring semester.

In determining "good standing" the College will consider academic and social records (College Judicial Board) as well as financial records of the applicant student.

Full Time Student

A student is considered to be full-time at the College provided that he or she is registered for a minimum of 12 semester hours of course work. If a student must temporarily drop to part-time status due to extenuating personal circumstances and if he registers for less than 12 semester hours of course work, the status of his housing, financial aid, athletic eligibility, health insurance, and eligibility for the Dean's List are jeopardized. Subsequently, this student must take additional courses during the summer or through a course overload if he wishes to graduate on schedule with his class.

Any student who wishes to be considered for varsity competition must be a full-time student who has been admitted by the Director of Admissions and is accounted for by the College Registrar. Students who register through the Division of Continuing Education are not regarded as regular full-time students of the College.

Style Manual

The Modern Language Style Manual for writing is the official style manual for Fitchburg State College unless modified by individual departments for needs particular to their discipline.

Grading System

The grades given academic work at Fitchburg State College run from 0 through 4 with .5 intervals from 1 to 4 (0, 1, 1.5, 2.0, 2.5, 3.0., 3.5, 4.0). Zero indicates academic failure for a course, 1.0 or 1.5 is poor but passing, 2.0 or 2.5 is average, 3.0 or 3.5 is good and 4.0 is excellent. Quality points are determined by the following process: The number of semester hours in each course is first multiplied by the grade. Thus a student who takes five, three semester hour courses and receives two grades of 3 (18), two grades of 2 (12) and a grade of 1.5 (4.5) has a total of 34.5 points to be divided by the total of semester hours attempted (15) and attains a quality point average of 2.3 for the semester. An average of 3.2 or better qualifies a student for the Dean's List.

IN is recorded for incomplete, W for withdrawal, and CR for credit. Only grades earned in courses at Fitchburg State College are used in determining the cumulative average.



Incomplete Grades

The grade of Incomplete (IN) may be given only if at least 80% of the course work has been completed at the time of discontinuance due to illness or similar disability. Incomplete grades must be made up within four weeks after the opening of the semester following that in which the student received the IN grade. The "IN" becomes an "F" grade if the student fails to make up the work within the prescribed time limit. Incomplete grades do not affect a student's dismissal or retention by the college.

Make-up Of Failing Grades

If a student fails a course, his grade for that course is zero. It will be crossed out when the course is retaken and passed. In this manner a student may raise his/her cumulative average. A student may not retake a course in which a grade of "D" was given and have a second grade counted in his average.

ACADEMIC PROBATION, SUSPENSION AND DISMISSAL

Class Rank

A Student's class rank is determined by the number of credits which a student has successfully completed.

Credits

Freshman	0 - 29
Sophomore	30 - 59
Junior	60 - 89
Senior	90 -

Class Standards

Freshman	1.6
Sophomore	1.8
Juniors and Seniors	2.0

Failure to maintain the established standard of scholarship means that a student is not in good standing and will result in academic probation or suspension or dismissal.

Term Probation and Suspension - A student will be placed on academic probation at the end of any semester in which he/she falls below the established standard. If that standard is not attained by the end of the following semester, the student will be suspended from the College.

Class Rank	Suspension	Probation
Freshman (0 - 29 sem. hrs.)	(two successive terms below 1.6)	below 1.6
Sophomore (30 - 59 sem. hrs.)	(two successive terms below 1.8)	below 1.8
Junior (60 - 89 sem. hrs.)	(two successive terms below 2.0)	below 2.0
Senior (90 and over)	(two successive terms below 2.0)	below 2.0

Explanation and Definition

- Suspension is normally for two semesters and students are expected, whenever possible, to retake failed courses and/or do satisfactory work at another institution. A student who has been suspended should consult with the Undergraduate Dean and may appeal to the Office of Academic Affairs for readmission.
- A readmitted student is automatically placed on academic probation. A readmitted student who fails to achieve a satisfactory grade point average for the first semester after readmission will be permanently dismissed from the College.
- A student who fails one half or more of the credits completed in any semester will be placed on probation and must have the permission of the Undergraduate Dean to continue in the next semester.

Cumulative Probation and Suspension - A student will be placed on academic probation at the end of any semester in which his/her cumulative GPA falls below the established standard. If that standard is not attained by the end of the following semester, the student will be suspended from the College.

Class Rank	Suspension	Probation
Freshman	two successive semesters of cum GPA below 1.6	cumulative GPA below 1.6
Sophomore	two successive semesters of cum GPA below 1.8	cumulative GPA below 1.8
Junior	two successive semesters of cum GPA below 2.0	cumulative GPA below 2.0
Senior	two successive semesters of cum GPA below 2.0	cumulative GPA

Explanation and Definition

- a. Suspension is normally for two semesters and students are expected, whenever possible, to retake failed courses and/or do satisfactory work at another institution. A student who has been suspended should consult with the Undergraduate Dean and may appeal to the Office of Academic Affairs for readmission.
- b. A readmitted student is automatically placed on academic probation. A readmitted student who fails to achieve a satisfactory cumulative grade point average within two semesters (suggest discussion on these alternatives) after readmission will be permanently dismissed from the College.

Exceptions

Special consideration may be given to transfer students and AID students by the Undergraduate Dean.



STUDENT LIFE REGULATIONS RULES/CAMPUS JUDICIAL CODE

Alcohol Policies

- A. Fitchburg State College recognizes that federal, state and local laws govern the manufacture, transportation, distribution, storing, sale and use of alcoholic beverages. Strict adherence to these laws must be observed, as violations are subject to prosecution by civil authorities. Some of the more pertinent of these laws are:
1. A license by the City of Fitchburg is required if alcoholic beverages are to be sold.
 2. No person or group shall purchase or otherwise procure alcoholic beverages for the purpose of consumption by a minor, as legally defined, unless the acquiring person is the spouse, parent, or guardian of the minor.
 3. Anyone under the legal drinking age shall not purchase in any manner or transport alcoholic beverages. Transportation is permitted only in the company of a parent or guardian.
 4. Public intoxication is now governed by civil statutes involving potential civil commitment.
 5. Driving a motor vehicle under the influence is illegal.
 6. Violations of civil law are subject to civil action.
 7. A Fitchburg City Ordinance calls for a \$200 fine for possession of open liquor containers in public in the City of Fitchburg.
- B. In addition to the preceding laws and others which may be established by legislative bodies, the following rules and regulations apply to the property of Fitchburg State College and its use by college students and/or employees. (College property includes property owned or leased by the Commonwealth of Massachusetts and used by the College and property owned and leased by the Massachusetts State College Building Authority and used by the College.)
1. Functions must be restricted to members of the College community and their guests.
 2. Alcoholic beverages may not be served, sold or consumed at the McKay Campus School (GL 272 Section 40A).
 3. Serving and consumption of alcoholic beverages at campus functions will be permitted only after approval concerning the purpose, time, place, type of beverage and other pertinent information, by the appropriate officer of the respective segment or other group. They are:
 - a. Faculty: Academic Vice President
 - b. Students: Vice President for Student Services
 - c. Staff: Assistant to the President
- C. Recognized college organizations, after receiving clearance for use of College property, may apply for a license from the Fitchburg Licensing Commission, City Hall, 718 Main Street, Fitchburg, Mass., telephone 342-1817. All requests shall be submitted seven (7) working days in advance and shall indicate how the beverage will be funded and who will obtain the license.
- D. Consumption of alcoholic beverage in residence halls is permitted in accordance with the existing laws. The Housing Office has set up rules for its residents in conjunction with the Office of Student Life. Please consult the Housing Director for rules regarding registration of parties, and see the section of this Handbook on Residence Hall Regulations.
- E. On other college property alcoholic beverages may be consumed only when approved by the designated officer of the respective segment.
- F. Appeals may be requested by the applicant and the application will be forwarded to the Appeals Board. This Board will be composed of an Administrator, a faculty member, a staff member and a student.
- G. Violation of college regulations will be considered by the respective officer of the involved segment.
- H. The following policies apply to activities at which alcoholic beverages will be served:
1. When alcoholic beverages are served as part of a campus activity, food and non-alcoholic beverages must be made available. Alcoholic beverages may not continue to be served if the non-alcoholic beverage runs out.
 2. Advertising for activities where alcoholic beverages are being served cannot place the emphasis on alcohol. The price of alcoholic beverages cannot be displayed or stated. All advertising (posters, flyers, announcements) must be approved by the appropriate source prior to distribution.
 3. All alcoholic beverages must be sold for an individually priced amount. Selling alcohol at "5 drinks for a \$1.00" or "2 for 1" will not be permitted.
 4. No more than two (2) drinks shall be sold and/or served to a patron at one time.
 5. The serving of alcoholic beverages at campus activities must stop one half hour before the closing of the activity.
 6. It will be the responsibility of the individual organization, or group sponsoring the activity, to properly assure that participants are of legal age. Proper I.D.'s include a Fitchburg

State College I.D., Picture Driver's License, Alcohol Beverage Card or any combination of the three.

7. Individuals, organizations, or groups sponsoring activities where alcohol is served shall abide by the established regulations and ordinances enacted by the State of Massachusetts, City of Fitchburg or the Fitchburg Board of License Commission.
8. The sponsoring individual(s), organization(s), or group(s), are responsible for carrying out the policies above. If the sponsoring individual(s), organization(s), or groups(s), violate any of the aforementioned policies, then that (those) individual(s), organization(s), or group(s) only is (are) responsible and will be the one(s) penalized.

Pub Rules

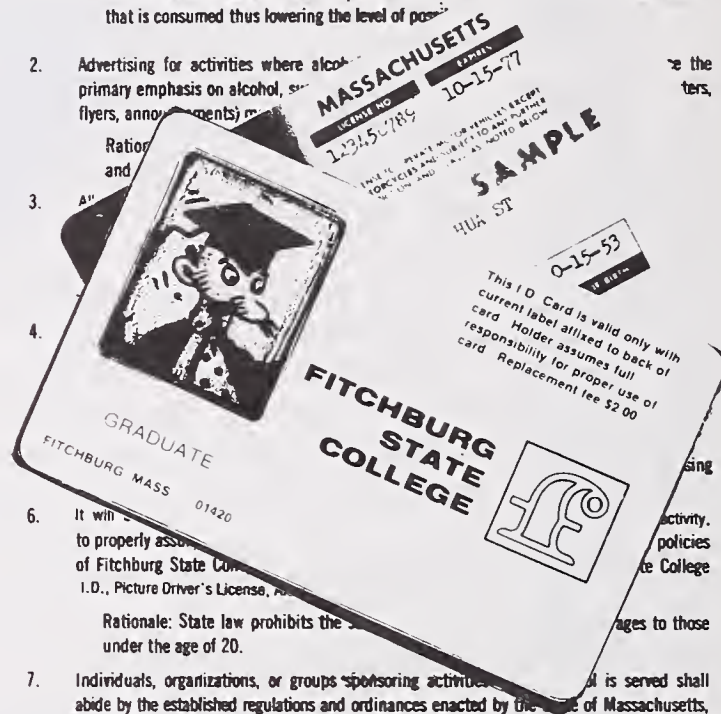
The FSC Union Stop is licensed by the Licensing Commission of Fitchburg to sell beer and wine. Therefore the Pub is governed by the rules and regulations of the City of Fitchburg as well as the Alcohol Beverage Control Commission. Additionally all rules and regulations regarding the dispensing of alcohol on campus shall be followed.

The following regulations have been established:

1. Only those persons over the age of twenty may be admitted to the Pub when alcohol is being sold.
2. Proper identification is necessary for admittance. All students, faculty, and staff must show both a currently valid college identification card and a valid Massachusetts Drivers' License or Registry Card.
3. All guests must show a valid Massachusetts Drivers' License or Registry Card. Exception can be directed to the Manager of the Campus Center.
4. Employees of the Pub may at their discretion refuse service to persons who appear in the management's judgment to be intoxicated.
5. Persons whose behavior infringes on the rights of others may be refused service and asked to leave.
6. It is a violation of the student judicial code not to show appropriate college identification to an employee of the Pub. Cooperation is expected in this matter at all times. Failure to do so may result in judicial action.

Recommended Alcohol Policies for Fitchburg State College

1. When alcoholic beverages are being served as part of a campus activity, food and non-alcoholic beverages must be made available. Alcoholic beverages may not continue to be served if the non-alcoholic beverage runs out.
Rationale: The intent of the policy is to provide an alternative to those who do not consume alcohol. Food is provided as a means that is consumed thus lowering the level of possible alcohol consumption.
2. Advertising for activities where alcohol is served shall have a primary emphasis on alcohol, such as flyers, announcements, etc.
Rationale: The intent of the policy is to provide an alternative to those who do not consume alcohol. Food is provided as a means that is consumed thus lowering the level of possible alcohol consumption.
3. Any student who is under the age of 21 and is found consuming alcohol on campus shall be subject to disciplinary action.
Rationale: State law prohibits the sale of alcohol to anyone under the age of 21.
4. It will be the responsibility of Fitchburg State College to properly assign students to monitor the use of alcohol at all times. I.D., Picture Driver's License, or Registry Card.
Rationale: State law prohibits the sale of alcohol to anyone under the age of 21.
5. Individuals, organizations, or groups sponsoring activities where alcohol is served shall abide by the established regulations and ordinances enacted by the State of Massachusetts, City of Fitchburg, or the Fitchburg Board of License Commission.



Policies Regarding Large Scale Alcohol Events

All student organizations planning to sponsor a Large Scale Alcohol Event on campus must submit their proposal to LAEC (Large Alcohol Event Committee) and adhere to its policies.

The Large Alcohol Event Committee is a group of eight students who have the responsibility of aiding in the planning, supervision, and evaluation of Large Scale Alcohol Events on the Fitchburg State College Campus.

Responsibilities include:

1. Helping students learn management skills and responsibility.
2. Aid student organizations in fund raising.
3. Provide events at which students can enjoy the atmosphere and the environment in a responsible manner.
4. Insure that the policies of Fitchburg State College are adhered to.

Contact with LAEC may be made through the SGA office, the Campus Center office, or the Student Life Office.

Dining Room Behavior

The college is lucky to have spacious facilities and a good food program to serve its many resident and commuting students, faculty, staff and guests. A pleasant dining atmosphere not only reflects a civilized community, it also respects the needs of others to enjoy a few moments of quiet or conversation during a busy day. The student food committees welcome suggestions on everything from food quality to atmosphere to help you make our food service responsive to our many needs.

The following policy has been established to ensure a pleasant dining atmosphere:

- A. If there are grievances of any kind about the food service in any of its locations, contact one of the following:
 - 1. Food Service Manager, Holmes Dining Commons, Ext. 3229.
 - 2. Any member of the student food committees (names available from either of the above, Vice President for Student Services or Vice President for Administration). The food committees meet regularly and will discuss all concerns from nutrition to noise.
- B. If the grievances seem unattended, contact Dr. Bill Donohue, Vice President for Student Services.
- C. In the event of unruly behavior in the dining areas such as loud or prolonged disturbances; throwing of food; verbal harassment of food service staff or other members of the college community or its guests, the manager or supervisor has the right to ask anyone to leave the premises. Failure to comply will result in disciplinary action, and the permanent revocation of the right to eat in the dining areas with no refund of any monies paid after the normal refund period.
- D. Slipping someone into the dining areas to consume food or the misuse and misrepresentation of an identification card is an offense subject to campus judicial board action.
- E. Less severe problems such as chronic disregard of requests to return trays, clean tables on departure, respect furniture or other diners may be handled differently.
 - 1. A request to stop the offensive behavior is customary and expected from the offended party. It's also courteous, given the pressures of college life and each individual's need to let off steam, express himself or herself, or simply to make others aware of his or her indiscretions. All college staff and students have the right and duty to respond to offensive behavior.

- 2. Should a request by any member of the college community go unheeded, the food service supervisor should be contacted; and after introducing him/herself and sitting down with those involved to explain the need for cooperation, should give a verbal warning, and may provide the offender with a copy of this policy or ask to see the student's identification card.
- 3. If the warning is not reasonably responded to, the supervisor has the following choices:
 - a. Repeat the warning.
 - b. Ask the people to leave the dining area (see C above) and initiate judicial action through the Student Life Office or the Student Judicial Board.
- F. Any abuse of this policy or disregard for a request to leave the dining area may result in the calling of Campus Security.

Past-Due Student Accounts

Any indebtedness to the College which becomes past due, immediately jeopardizes the student's enrollment and no such student shall be permitted to graduate or register for a subsequent semester or summer school term. Further, any student who fails to pay all indebtedness to the College may not be issued diplomas, degrees, or other official statements, unless otherwise mandated by law.

Due dates are posted annually by the Treasurer.

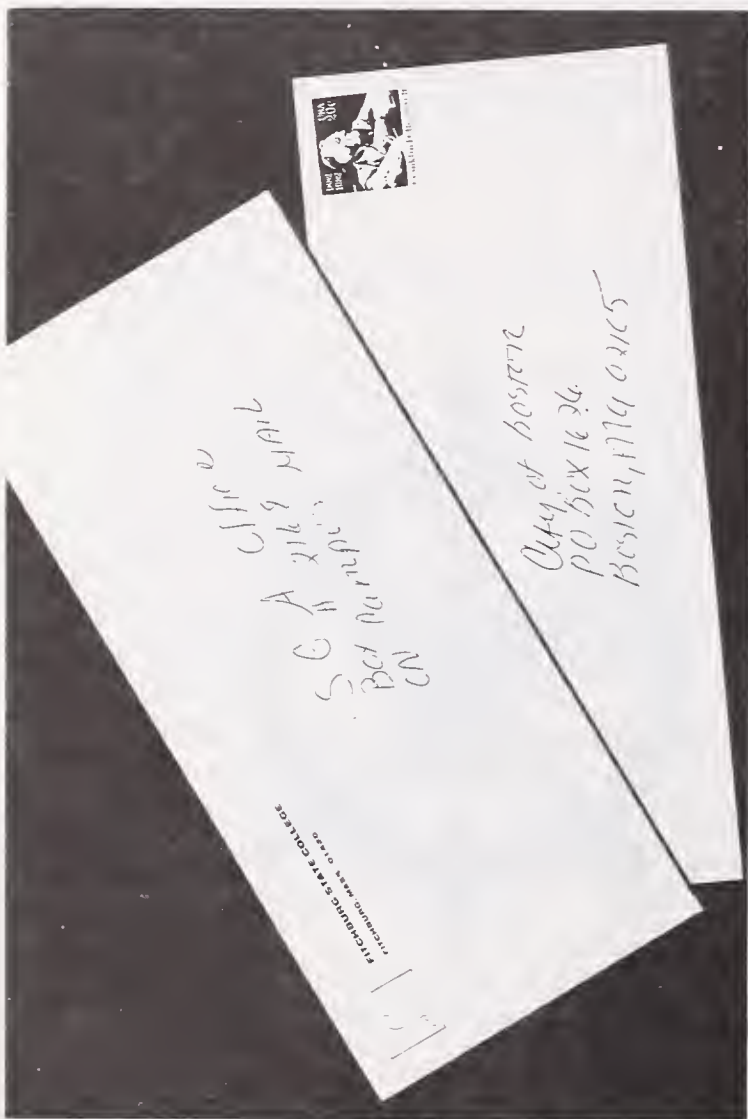


Animals on Campus

Due to health and safety considerations, no animals can be allowed on campus or in campus buildings at any time. Obvious exceptions would be seeing-eye dogs and laboratory animals.

Fitchburg State College Post Office Regulations Reference Approved Campus Mail/Mass Mailing

- A. All intercampus mail with a specific name will be delivered to the addressee through the campus mail.
- B. All non-addressed mail to be delivered to all members of either faculty, staff, or students shall be restricted to approved campus or college activities. This general delivery mail will be distributed on a time-available basis by the staff of the College Post Office. All items of general distribution must be approved by the appropriate Dean prior to being delivered in the campus mail boxes if:
 - 1. The information is of immediate importance to all students;
 - 2. The information cannot effectively be conveyed through newspaper, posters, campus center calendar;
 - 3. Time is available.



- C. All mail to be delivered to specific groups or organizations must have either the name on each piece of mail or a list of names along with the mail to be delivered in order to be put in the post office boxes. This mail will be deposited on a time-available basis.
- D. At no time will anyone other than the College Post Office Staff be permitted inside the delivery area.

Sales and Solicitation

Commercial activities, sales, solicitations or advertisement are not permitted in the buildings or on the grounds of the College except when permission has been specifically granted.

Bulletin Boards

Bulletin Boards are available in most campus buildings. All signs, announcements, etc., must be approved by the respective source prior to being hung. The SGA maintains a number of bulletin boards across campus. Check with the SGA office for specific information regarding location and guidelines for use.

Confidentiality of Student Records

This is a summary of the **Massachusetts State College System Guidelines Pertaining to Confidentiality of Student Records**. Copies of the Guidelines are available for study at the library and at offices where records are kept.

Education records

include "records, files, documents and other materials which...contain information directly related to a student" and are maintained by an educational agency or institution. The following are excluded: personal files of faculty and administrators; law enforcement records; medical, psychiatric, or psychological records and, employment records of non-student personnel.

Directory Information

"includes a student's name, address, telephone listing, date and place of birth, school or college, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency institution attended by the student."

The College will release directory information upon request unless the student involved requests in writing that it be suppressed. Such request must be made annually no later than October 1st or for second semester entrants, February 1st, at the Student Life Office.

Access Rights of Students:

Students may have access to records other than those pertaining to parental financial information and those containing confidential evaluations and recommendations written prior to January 1, 1975. A student may waive his/her right to access to materials submitted after that date but must not be required to do so. When a waiver has been employed, the student may, upon request, be notified of the names of those who have submitted evaluations or recommendations.

Access Rights of Others:

No one shall have access to education records without written consent by the student except for the following:

1. Faculty and staff who have a legitimate interest;
2. Federal auditors who require information by state and federal statute;
3. Financial aid personnel processing applications;
4. Research agencies which must use data in such a way that individuals cannot be identified and who will destroy the information when it is no longer needed;
5. Accrediting agencies;
6. Parents of dependent students under certain conditions; and
7. Others in emergency situations involving health or safety.

How to Gain Access to a Record:

A student who wishes to examine a record must obtain a request form from the Counseling Center upon presentation of a proper identification card. The request form must be completed, and a photostat together with the identification card presented to the office where the record is kept. Only the permanent card (transcript) is considered as a "permanent educational record." Other records may be destroyed in accordance with established schedules. Students may challenge contents of a record. The keeper of said record will discuss the challenge and indicate steps available to the student. The correctness of an assigned grade is not open to challenge but the accuracy of its recording is.

Types and Locations of Records:

The following listing denotes types of records and the record keeping office in the daytime session of the College. Students in other sessions of the College should consult with the offices of those Divisions to determine their record-keeping locations.

Type of Record	Office or Record
Academic (Transcripts, etc.)	Registrar

Admissions
Athletics
Disciplinary
Financial
Financial Aid
Scholarships
Placement
Veterans

Director of Admissions
Director of Athletics
Student Life
Business Office
Director of Financial
Aid
Director of Placement
Coordinator of Veterans
Affairs

Since physical location of offices is subject to change, the student should consult the directory at the Highland Avenue entrance to the Administration Building.

Questions related to the material above should be referred to the Student Life Office. Again, it should be noted that the above is a digest and that the complete guidelines are available for study at the offices listed above and in the Library.

Privacy and Confidentiality Regulations Pursuant to Fair Information Practices Act

Privacy and Confidentiality Regulations Pursuant to the Fair Information Practices Act - F.I.P.A. - (Chapter 776 of the Acts of 1975) are posted, together with a copy of the Chapter 776 and the name of the F.I.P.A. administrator on appropriate bulletin boards at the College. They may also be examined at the offices of the Vice Presidents of the College and of the F.I.P.A. Included in these regulations are the following sections intended to implement this law.

- I. Intent
- II. Definitions
- III. Implementation Responsibilities
- IV. Security Procedures
- V. Maintaining Records of Data Usage
- VI. Access to Personal Data
- VII. Data Subject Objection
- VIII. General Procedures
- IX. Enforcement Procedures

Students should note that if any of these regulations should conflict with applicable provisions of the federal Family Education Rights and Privacy Act of 1974, as amended, or of any regulations promulgated pursuant to said act, the provisions of said federal act or federal regulations shall control.

Massachusetts Trespass Act

Fitchburg State College is governed by the Massachusetts Trespass Act, enacted June 2, 1969.

Trespassing Upon the Land of Certain Institutions

Whoever willfully trespasses upon land or premises belonging to the Commonwealth, or to any authority established by the general court for purposes incidental to higher education...after notice from an officer of any of said institutions to leave said land, remains

thereon, shall be punished by a fine of not more than \$50 or by imprisonment for not more than three months.

Non-discrimination

Fitchburg State College, in accordance with Executive Orders 11246 and 11375, Titles IV, VI, VII, IX, X of the Civil Rights Act of 1964 as amended in 1972, Titles VII and VIII of the Public Health Service Act, and other applicable state and federal statutes, reaffirms its policy of non-discrimination and affirmative action to ensure equal opportunity in the educational programs and activities which it operates, and in recruitment and employment of faculty or staff. The policy, which is consistent with Title IX of the Educational Amendments of 1972, states:

Fitchburg State College's policy prohibits discrimination on the basis of race, sex, (including sexual harassment), religion, age, color, creed, national origin, marital or parental status, or handicap, in compliance with Section 504 of the rehabilitation Act of 1973, and in the recruitment and admissions of students, the recruitment and employment of faculty and staff, or the operation of any of its programs and activities, as specified by various applicable federal and state laws and regulations. Any employee or student who believes that he/she has been discriminated against on the basis of race, sex, (including sexual harassment), religion, age, color, creed, national origin, marital or parental status or handicap, may utilize the College's Complaint Procedures, available from the Director of Personnel, Dr. Thomas Coates, whose office is located on the first floor in the Sanders Administration Building.

Inquiries or complaints concerning the application of, or compliance with the laws and regulations prohibiting such discrimination should be addressed to Dr. Thomas Coates, who has been designated Title VII, VIII, and IX Coordinator (Ext. 3173) or the Assistant Secretary for Civil Rights, United States Department of Education, Washington, D.C., or with respect to Section 504, Dr. Francis X. Guindon, Director of Research, Planning, and Development (Ext. 3171) who has been designated Coordinator for Section 504.

City of Fitchburg Open Bottle Ordinance

No person shall drink any alcoholic beverage as defined in Chapter 13, Section 1 of the General Laws of the State, or possess an open container full or partially full of any alcoholic beverages, while on, in, or upon any public way, upon any way to which the public has right of access, in any place to which members of the public have access as invitees or

licensees, in any park or playground, conservation area or recreation area, or private land or place without consent of the owner or person in control thereof.

Any person convicted of violating this ordinance shall be punished by a fine not exceeding two hundred (\$200.00) dollars for each offense.

Student Judicial Code

- I. The Student Judicial Board shall be composed of five (5) members:
 - A. Student Welfare Chairperson or designee, subject to the approval of the Student Government Association Council.
 - B. One member of the Student Government Association Council to be elected by majority vote of Council.
 - C. Three students to be selected by a majority vote of the Student Government Association Executive Board (hereafter, the Committee) and two (2) to serve as alternates from among those students who petition for the position, subject to approval by majority vote of Council.
 1. There shall be well-publicized notice of openings on the Judicial Board.
 2. Any full-time student in good standing shall be eligible to petition the Committee.
 3. The Committee and at least two members of the Judicial Board will interview all applicants for judicial positions. The Committee will take the results of the interviews and make the appropriate appointments.
- II. There shall also be chosen, by majority vote of the Committee, and subject to the approval by a majority of Council, from the students who petition for the position, a student who shall serve as Hearing Officer. The Hearing Officer shall:
 - A. Receive and determine the validity of all complaints for prosecution brought before him or her.
 - B. Prosecute action heard by the Board.
 - C. Have any powers necessary to do so which are not inconsistent with these or any other college regulations.
- III. The term of office for each Judicial Board member and for the Hearing Officer, shall be one (1) year. The aforementioned are eligible for a maximum of two (2) terms or portions thereof. If any Judicial Board member, or the Hearing Officer, should be unable to complete the term, a replacement will be chosen by the Committee.
- IV. The Student Government Association Council may hear motions for dismissal of any Judicial

Board member or the Hearing Officer, for improper conduct or abuse of that position. The Council shall allow a hearing for the Judicial Board member or Hearing Officer to explain his conduct, and then shall vote on the motion. A three-fourths ($\frac{3}{4}$) vote of the Council shall be required for dismissal. Any Judicial Board member or Hearing Officer who has been properly dismissed is not eligible to serve another term.

V. Procedure:

There shall be one meeting of the Judicial Board as soon as possible after its selection for the purpose of setting up internal operating procedures. A copy of these procedures will be made available to any student upon request, and shall be filed with the Student Government Association secretary.

- A. Any member of the College community may bring a complaint before either the Hearing Officer or the appropriate Vice President's Office within fourteen (14) class days of discovery of alleged misconduct by a student.
- B. Any complaint arising from the residence halls may be referred to the appropriate residence hall judicial board.
- C. Within forty-eight (48) hours of receipt of such notification and providing that the Hearing Officer or Vice President find such a complaint reasonable, the Hearing Officer or the Vice President's office shall deliver written notice to the student charged. Such notice shall include:
 - 1. the alleged offense
 - 2. the name of the party making the complaint
 - 3. the time and place of the hearing
 - 4. that failure to appear will result in the case being heard in the charged student's absence
 - 5. information of his/her right to know the names of the witnesses against him/her; to present witnesses in his/her behalf; and/or to request a reasonable postponement of the hearing date
 - 6. a copy of these regulations
 - 7. information for arranging a consultation with that office bringing action.
- D. The accused shall have the right to choose to have his/her case heard either by the appropriate Vice President or by the Judicial Board. This decision, once made, is binding on the accused. Judicial cases occurring during the time that the Student Judicial Board is not in session (Thanksgiving, Christmas, Spr-

ing vacations, Summer and the first two weeks of the Fall semester) will be referred to the appropriate Vice-President for a hearing and disposition.

- E. In case of a complaint dealing with academic violations, the complaining party will bring a complaint forward to the Academic Vice President. The Academic Vice President will then, as in Section C, notify the accused of pending action.
- F. In case of complaint dealing with academic honesty, the Academic Vice President's office will be requested to have representation in all hearings pertaining to the case.
- G. A hearing shall be within five (5) class days of the original notification to the Hearing Officer unless the Judicial Board, at its discretion, grants a delay to the accused. All hearings are open only to those taking part in the proceedings, and, a witness may not testify in the absence of the accused unless the accused fails to appear and the hearing is held in his/her absence.
- H. The members of the Judicial Board shall select a chairperson who shall conduct the proceedings of the Board for one full year.
- I. A quorum shall be four (4) members. In case a quorum is not present, the Chairperson shall dismiss the hearing to the earliest possible time a quorum may be constituted within the next two class days.
- J. A member of the Judicial Board who is in any way an interested party to a proceeding shall disqualify himself/herself from the hearing.
- K. The accused shall have the right to question all witnesses.
- L. The hearing shall be conducted in an informal manner. Rules of evidence need not be applied, and the Judicial Board, by unanimous vote, may decide whether to consider any piece of evidence presented.
- M. The Chairperson may adjourn or recess the proceedings at any time during the proceedings providing the proceedings reconvene within five school days.
- N. In reaching a decision, the Judicial Board shall consider only matters introduced into evidence at the hearing.
- O. Any decision of the Judicial Board must be arrived at by a majority vote of those present.
- P. Within two (2) class days of a hearing, the Judicial Board shall deliver to the accused

and to the President of the College, a written notice of its decision, including its recommended sanction, and notice to the accused of his right to appeal.

Q. All proceedings of the Judicial Board will be tape-recorded. A copy of this recording will be available to the accused for the purpose of preparing an appeal; and then will be turned over to the office of the appropriate Vice President.

VI. Appeal Board:

A. The Appeal Board shall consist of three (3) members, two of which shall constitute a quorum:

1. One (1) student - not a member of the Judicial Board, to be chosen by the Committee.
2. One (1) faculty - to be chosen by the Faculty Association or the President of the College in the absence of a nomination from the Faculty Association.
3. One (1) administrator - to be chosen by the President of the College.

B. The term of office for each Appeal Board member shall be one (1) year. The aforementioned are eligible for a maximum of two (2) terms or portion thereof. If any appeal board member should be unable to complete the term, a replacement will be chosen by the appropriate segment of the community.

C. There shall be one meeting of the Appeals Board as soon as possible after its selection for the purpose of setting up internal operating procedures. A copy of these procedures shall be made available to any member of the college community upon request.

D. The accused may, within five (5) class days of the Judicial Board decision, request an appeal to the Appeals Board. Cases will be considered for appeal based on the following criteria:

Insufficient evidence to determine guilt;
Evidence of prejudicial error;
Excessive penalty;
New evidence;
Violation of due process;
Other extenuating circumstances as determined by the Appeals Board

E. Within two (2) class days the Appeals Board shall notify the accused of its decision to hear or not hear the appeal.

F. A hearing shall be within five (5) class days of the decision to hear the appeal unless the Appeals Board, at its discretion, grants a

delay to the accused. All hearings are open only to those taking part in the proceedings, and, in no case, will a witness testify in the absence of the defendant.

G. The members of the Appeals Board shall select a chairperson who shall conduct the proceedings of the board for one full year.

H. The same basic procedure presented in section V, parts K, L, M, N, O, P, and Q shall be used by the Appeals Board when considering procedure.

I. The accused may, within five (5) class days of the Appeals Board decision, request an appeal to the President of the College whose decision is final.

VII. Violations:

The Judicial Board System will hear violations of:

A. Academic Honesty - students are expected not to give or receive help during tests; not to submit papers or reports (that are supposed to be original work) which are not entirely their own; and to cite source materials properly.

B. Representing oneself as another person with or without that person's permission.

C. Tampering with or falsifying any College record or official document or the records of judicial groups, or knowingly submitting false information or incorporation in such records.

D. Falsifying, or obtaining through false pretenses, parking stickers, College I.D.'s, or other indicators of special campus privileges.

E. Theft on campus or during a college-sponsored activity.

F. Vandalism on campus or during a college-sponsored activity.

G. Physical assaults, interference, harassment of another person, any action which may subject a student or any other person to physical or mental danger, or injury, or endanger him/her in any way.

H. Possession or consumption of alcoholic beverages or use of drugs on campus in violation of the campus policy.

I. False reports of fire or other dangerous conditions (except those resulting from reasonable error or accident).

J. Possession or use on campus or at a college-sponsored activity of fireworks, firearms, or other hazardous or dangerous weapons or substances.

- K. Assault, threat, or verbal abuse upon any member of the faculty, administration, student body, or staff at the college.
- L. Any violation of the Student Bill of Rights and Responsibilities as passed by the Student Government Association and the Student Advisory Commission.
- M. Failure to adhere to any college policy stated in the current College Catalogue, Student Handbook, Housing occupancy Agreement or other official college publications of rules/regulations or guidelines.
- N. Failure to surrender one's I.D. upon request to any person who properly identifies himself/herself as acting in an official capacity. This surrender shall be for I.D. purpose only. The person can be, but is not limited to a student, staff, faculty and campus security. Any such surrender shall not be for a period to exceed 24 hours.
- O. Any violation(s) of college policy while under judicial board sanctions.

VIII. Sanctions:

The Judicial Board System may impose any of the following sanctions:

A. ADMONITION

A warning or advice that certain conduct has been offensive.

B. CENSURE

A written reprimand. The writing will also state that further occurrence of the given offense may be considered with prejudice by future Judicial Board action.

C. RESTITUTION

Compensation for damage or offense committed through the payment of money or through appropriate work requirement related to the offense, which work in no way degrades the individual or inhibits academic progress.

D. FINES

A levy of a fine up to three times the value of property taken from a rightful owner without authorization, or property willfully damaged, destroyed or abused. Money collected in excess of property value will be turned over to a Student Loan Fund or Scholarship Fund.

E. PROBATION

A period of time during which a student's actions are subject to close examination. Offenses committed during this period will be considered with prejudice by the Judicial Board.

F. RESTRICTION

A student may be denied access to any college building, area, activity, class or academic program.

G. SUSPENDED SUSPENSION

A suspended removal from the College for a period of one or two semesters or balance thereof. Any proven offense committed during this period will cause the suspension to take effect for the balance of the period in addition to the sanction given for the latest offense.

H. SUSPENSION

Removal from the College for a period of one or two semesters or balance thereof. No registration, class attendance, participation in co-curricular activities, or College housing will be permitted during this time.

I. IMMEDIATE SUSPENSION

The President of the College may act to remove immediately from the campus as necessary any student who may be acting contrary to the safety or well-being of himself/herself, others, or the property of the college.

J. LIMITED EXPULSION

Removal from the College. Review for readmittance will be granted only after expiration of two calendar years from time of removal.

K. EXPULSION

Permanent removal from the College.

- L. Records of the Judicial Board will be maintained in the Student Life Office. Such records shall normally be kept on file for one full academic year, portion thereof, or for the duration of a sanction. In the case of Suspension, Limited Expulsion or Expulsion, a note to that effect will also be on file in the Registrar's Office as part of the students permanent folder. All records will be governed by Federal and State laws as is applicable.

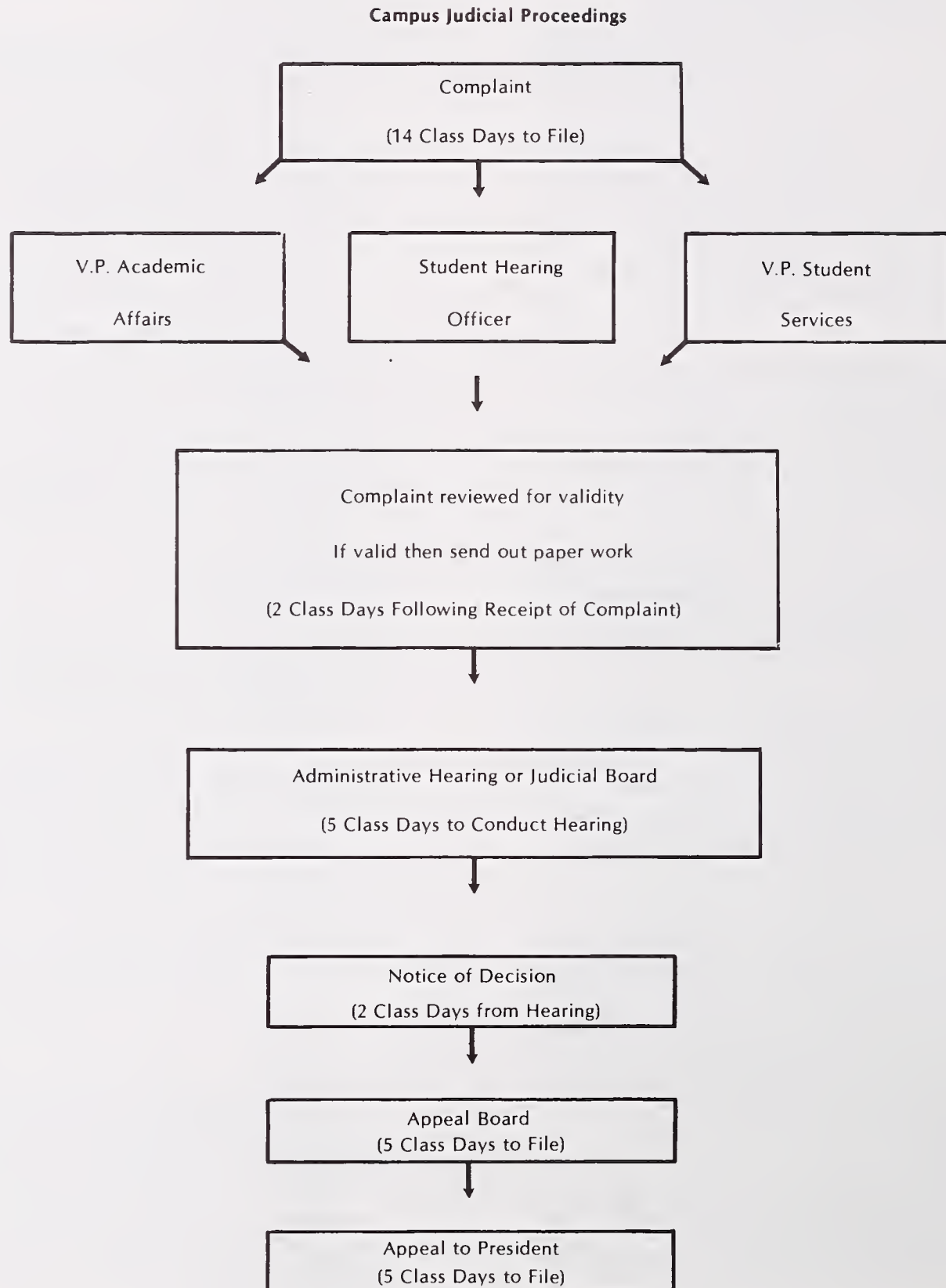
- M. All decisions of the Judicial Board are subject to final approval of the President of the College.

IX. WAIVER

Any student may waive any of his rights hereunder, including the student's right to a hearing. By agreement of the Hearing Officer and the students who are parties to any action, a step in the hearing procedure may be postponed for the purpose of resolution by agreement of parties.

X. REASSESSMENT

The rules and regulations and the operation of the Judicial Board shall be evaluated no later than six (6) weeks after the beginning of the second semester by the Student Welfare Committees of the All-College Committee and the Student Government Association.



STUDENT ACTIVITIES, CLUBS & ORGANIZATIONS

Accounting
Outing Club
psychology
V.A.C.
NEAS
Choral Arts
FEENWICKS
Nursing Honor Society
Human Services
BAND
COMPUTER SCIENCE
Unicorn Society

Student Activities

The college community offers a unique environment where students, faculty and staff are involved in countless opportunities for self-development and expression.

The Campus Center, the hub of campus activities, is designed, organized and administered to meet the co-curricular needs of the Fitchburg State College community. Its goals are to maximize the opportunities for human development, provide educational, social, cultural and recreational experiences; and to provide convenient, economical and satisfactory service to the maximum number of the college community.

The facilities include: an information center, art gallery, recreation room, bookstore, craft center, student offices, meeting rooms, post office, vending services, cafeteria and pub. All facilities are specifically designed for handicapped access.

Some of the programs and services from the Campus Center are: A weekly calendar of campus activities, special events, mini-courses, demonstrations, recreational tournaments, films, lectures, video-taped entertainment, travel, performing art, free use of outdoor recreation equipment, and visual art exhibitions.

The Campus Center Resource Office for Programming (CCRO) is another service of the Campus Center. Its student and professional staff advise and assist student organizations with programming ideas and implementation. The CCRO maintains complete files and information about the multitude of programming opportunities available. Some of the activities which the CCRO has assisted include: film series, concerts, dances, lectures, weekend activities, Fine Arts series, trips, exhibits and leadership training.

Complimenting the CCRO and the student organizations which provides most of the activities for the College is the Programs Committee of SGA. Through its various sub-committees it provides hundreds of popular activities each year, including films, lectures, concerts, seminars, coffeehouses, pub entertainment and social activities.

Student Organizations

Student organizations at Fitchburg State College provide the community with a wide variety of activities and programming which are designed to help the students round out their college experience. A wide variety of student organizations afford students opportunities to find activities that meet their interests and aptitudes.

The College encourages participation in student organizations. Through these laboratories for expression, students can develop lifetime skills for achieving personal goals. It is hoped that by pursuing these co-curricular programs and activities that students can round out their campus experiences.

Recognition Of Student Organizations

The College recognizes, appreciates, and supports the many contributions made by student organizations to the quality of life here at Fitchburg State College. The rapid expansion in the scope of student activities calls for a supportive response. This recognition process serves the purpose of accurately assessing the status of all student groups operating on campus in order to provide support services necessary for their continued development. It is also meant to clarify the rights, privileges, and responsibilities of all parties involved. All student groups wishing to operate on campus will be expected to complete this college recognition process. This recognition allows organizations to apply for SGA recognition and subsequent funding.

I. Rights and Privileges of College Recognized Organizations:

- A. To use campus facilities;
- B. To apply for office space on campus;
- C. To use College name;
- D. To access Post Office;
- E. To sell/solicit on campus;
- F. To apply for funds from SGA and others;
- G. To use Business Office services;
- H. To judicial process;
- I. To have an advisor.

II. Responsibilities of College Recognized Organizations:

- A. To use the college Business Office for administration of all college approved and raised monies;
- B. To have a current constitution on file with the Vice President of Student Services/designee which will include at least the following:
 - 1. statement of purpose,
 - 2. membership,
 - 3. election, officers, duties, recall procedure,
 - 4. source of funds,
 - 5. amendment and ratification procedures.
- C. To have a statement of purpose which is in accordance with the goals and mission of Fitchburg State College;
- D. To have full-time Fitchburg State College students as the majority of its membership;
- E. To have full-time students, in good academic standing, as officers;
- F. To maintain current list of officers with Vice President of Student Services/designee;
- G. To adhere to all college, city, state, and federal laws and regulations;
- H. To insure that its membership will not practice any physically or psychologically abusive behaviors, either intentionally or unintentionally;
- I. To follow all campus scheduling procedures and policies;
- J. To have a Fitchburg State College faculty or staff member as an advisor whose responsibilities shall be mutually determined.

III. College Recognition and Adjudication Process:

- A. Submit current constitution and names of officers (see III B,F) to the Vice President of Student Services/designee; (current SGA organizations shall be automatically recognized).
 1. material will be given to Student Organization Committee for review and recommendation;
 2. Student Organization Committee shall be made up of two (2) members of the Student Life Staff, one (1) student, and one (1) faculty member.
- B. Recognition is contingent upon continued compliance with all responsibilities outlined in Section II and responsible use of rights and privileges described in Section I.
 1. violation of responsibilities or misuse of rights and privileges will result in revocation of recognition or other sanctions as determined by the Student Organization Committee;
 2. Vice President of Student Services shall be the appeal for any decision made by the Student Organization Committee;
 3. rights may be revoked by the Vice President of Student Services pending a hearing by the Student Organization Committee in case of danger to persons or property.
- C. This document is not designed or assumed to take away any of the responsibility of authority of the student judicial code. The code is for individual violations of college rules and regulations and not group or organizational adjudication.

Currently Registered Student Groups

Accounting Society

The Accounting Society strives for the deeper understanding of and commitment to accounting knowledge and objectives through its members.

Adelphian Society

The Adelphian Society was formed for the purpose of uniting women of similar interests and objectives in a cohesive organization whose purposes are twofold; one, to further the development of the individual member by supplying beneficial activities; and two, to develop the individual to be an active and influential part of the College.

Advancement of Management

The Society for the Advancement of Management strives for the deeper understanding of and commitment to management knowledge and objectives through its members.

Alpha Phi Omega

The purpose of this fraternity is to assemble college men in the fellowship of the Scout Oath and Law, to develop leadership among its members, to promote

friendship, to promote service to humanity, and to further the freedom that is our national, educational, and intellectual heritage.

Aubuchon Hall Council

This organization exists for the purpose of unifying the residents of the hall, to provide a means by which residence hall life may be enhanced and to act as a recommending body to the administration and the student government association concerning the affairs of the Residence Hall.

Band

The objective of the Fitchburg State College Band are to develop the talents and interests of the students in the band; to present to the student body a wide variety of music.

Fitchburg State College Cabaret Singers

The purpose of the Fitchburg State College Cabaret Singers is to create an atmosphere for students to perform music for the public in a professional setting.

Campus Voluntary Action Center

The purpose of the Campus Voluntary Action Center is to meet the community needs through volunteer services by Fitchburg State College students, in conjunction with the VAC of the United Funds of Fitchburg and Leominster.

Cheerleaders

The purpose of the Cheerleaders is to lead cheers at football and basketball games played by the Fitchburg State College teams and to stimulate school spirit and generalized support for FSC athletic events.

Choral Arts Association

The purpose of this association is to perform one concert per semester for the benefit of the college community. The association also holds at least one major event each year. The activities include a spring tour, musical stage productions and/or hosting the annual State College Choral Festival.

Computer Science Club

The purpose of this club is to promote greater knowledge of the field of Computer Science to both its members and the students and faculty of Fitchburg State College.

Council for Exceptional Children

The purpose of this organization is to promote the welfare and education of exceptional children and youth.

Cultural Society of Minority Students

The purpose of the Cultural Society of Minority Students is to provide interaction between various groups of students at Fitchburg State College.

Early Childhood Club

The Early Childhood Club provides an opportunity for students to become actively involved in their major. Workshops and activities are provided by the club. It's a fun club - come and see!

Elementary Education Club

The purpose of the Elementary Education Club is to develop among Elementary Education students at Fitchburg State College, who are preparing to teach, an understanding of the teaching profession.

Esoteric Society

The objectives of the Esoteric Society are to foster greater brotherhood among its members; to develop men of strong character who will accept the professional responsibilities of leadership in the college, community, and life in general; to participate in intramural sports and other social organizations on this campus; to propagate a feeling of fellowship toward the members of social organizations on this campus, and to create a more cosmopolitan attitude toward the administration, faculty, and the students of this college.

Fenwick Society

The objectives of the Fenwick Society are as follows: to promote social unity among social clubs and student body; to create better relations between students and faculty, clubs and administration; to better the public image of our school and social clubs; to bring more social activities on campus; to meet the needs of a growing student body; to increase the academic standing of the society's members, and to promote healthy athletic competition.

Fitchburg Industrial Technology Association

The objectives of this Association are to acquaint Fitchburg State College students with the purposes, functions, and ideals of Industrial Arts, Industrial Science, Industrial Technology, and Education.

Forensic Club

The purpose of the Fitchburg State College Forensic Club is to enrich Forensic ideals among the student population.

Gamma Sigma Sigma

The objectives of this sorority is to unite women interested in service, social activities, and other collegiate functions. Their motto is, unity, friendship, and service.

Gavaleers

The Gavaleer Society was organized with the intention of supplying college social activities which would enrich the experiences of its members. The Society provides the springboard from which the members may eject themselves toward broader horizons.

Geography Club

The purpose of the Geography Club is to spread geographic awareness through the student body with speakers from the field, familiarizing geography majors with opportunities for graduate school and/or employment possibilities, and planning and financing field trips and conferences in Geography.

Herilhy Hall Dorm Council

This organization exists for the purpose of unifying the residents of this hall, to provide a means by which residence hall life may be enhanced, and to act as a recommending body to the administration concerning the affairs of the residence hall.

Human Services Club

The purpose of the Human Services Club is to help develop a further interest in the field of Human Services; also our hope is to make our services available to Fitchburg State College and the surrounding communities, and to provide an opportunity for interaction among the faculty, students, and the community.

Inter-Varsity Christian Fellowship

The Inter-Varsity Christian Fellowship base their beliefs on the truth and sovereignty of God's Word, the Bible; the mystery of the Trinity; the historical human Christ and His divine resurrection as the one way for sinful man to receive forgiveness, through a personal acceptance of Christ's death, and by this acceptance to enter into fellowship with God.

Iota Lambda Phi - The Unicorn Society

The purpose of this organization is to become an alternative woman's group on the campus of Fitchburg State College; to provide services to the college community; to better the academic standards of the members of the society; to provide enriching social activities on the campus, and to establish strong friendship bonds.

Kappa Delta Pi

The purpose of Kappa Delta Pi is to recognize outstanding contributions to education. It shall endeavor to maintain a high degree of professional fellowship among its members and to quicken professional growth by honoring achievement in educational work.

Medical Technology Club

The purposes of this association are to provide Medical Technology students with an insight into their chosen field, to draw all four classes together and to keep students on top of the developments concerning Medical Technology which occur on campus, in the hospital, and elsewhere.

Neasylons

The main objective of this club is to unite all women interested in community service, social activities, sportsmanship, and other collegiate functions.

Newman Association

The Newman Association shall foster the spiritual, intellectual, social and cultural interests of the college community at Fitchburg State College.

Nursing Honor Society

The purpose of this society is to recognize superior achievement; recognize the development of leadership qualities; foster high professional standards; en-

courage creative work, and to strengthen commitment to the ideals and purposes of the profession.

Nursing Students Association

The Nursing Students Association is a service organization which provides programs to promote and maintain health and to increase the students' awareness by their participation in these experiences.

Outing Club

The purpose of the Fitchburg State Outing Club is to bring the adventure and enjoyment of the outdoors to students who would otherwise not have the chance to get away on their own.

Phi Beta Sigma Fraternity - Mu - Alpha Chapter

The object of this chapter is to advance the ideals of Brotherhood, Service, Education and Scholarship, Black Appreciation, Black awareness, and development of Black culture, Black professionalism, and to foster such programs as may be necessary to achieve these objects.

Philodemic Society

The aims of the Philodemic Society are to develop greater school spirit through the active participation in work, sports, and all social affairs, as well as to cooperate with civic welfare groups.

Psychology Club

The purpose of this club is to encourage, promote and foster an active interest in Psychology among its members and among the student body in general.

Radio Club (WFRC)

The purpose of this club is to provide quality broadcast programming that will be educational to both its audience and operators. In addition, it will provide quality musical entertainment and informative campus news programs.

Russell Towers Hall Association

This organization exists for the purpose of unifying the residents of this hall, to provide a means by which residence hall life may be enhanced and to act as a recommending body to the administration and the student government association concerning the affairs of the Residence Hall.

Saxifrage (Yearbook)

It is the purpose of the Saxifrage Yearbook to provide to the students a record of events which covers the school year as closely as possible. You may order the yearbook in the fall, and it will be delivered in the spring. The office is located in the basement of the Campus Center.

Scrimshaw

The purpose of the Scrimshaw is to publish at least one literary magazine per academic year. This magazine will be a compilation of the Fitchburg State College students' contributions in the areas of poetry, prose, and art.

Skin and Scuba Club

The purpose of this club is to offer to its members a complete experience of instruction and written certification in the sport of skin diving and scuba diving, stressing safety, judgment, attitude, discipline, fitness, and watermanship as well as general awareness of the underwater world. To enlighten the diving community on all matters concerning the medical aspects of diving, new equipment, and legal restraints and guidelines as they are introduced.

Sociology Club

The purpose of the Sociology Club is to promote interest in the field of Sociology, encourage individual growth, an offer and opportunity for interaction between faculty, students, and the college community as a whole.

Special Education Club

The Special Education Club offers many opportunities for college students to become involved in working with exceptional children and adults. Volunteers needed in many areas.

Student Government Association

The purpose of the Association is to encourage responsibility and cooperation in democratic self-government; to form an official body for expressing the judgments of the students and fostering the activities and matters of general student interest; to secure and defend the rights and freedoms necessary for our full participation in the educational process; to insure the civil rights of the membership; to promote full understanding and cooperation among the students, the faculty, and the administration in order to further the welfare of the college.

Student National Education Association

The purpose of this Association is to maintain and improve the quality of education for students majoring in education; to encourage the affiliation of local educational associations, and to promote mutual assistance among these and related organizations.

Tokalon Society

The purpose of this Society is to promote friendship and unity with all of our colleagues; to lessen apathy, and to promote a mood of cooperation among all people in our institute of higher education.

TownHouse Association

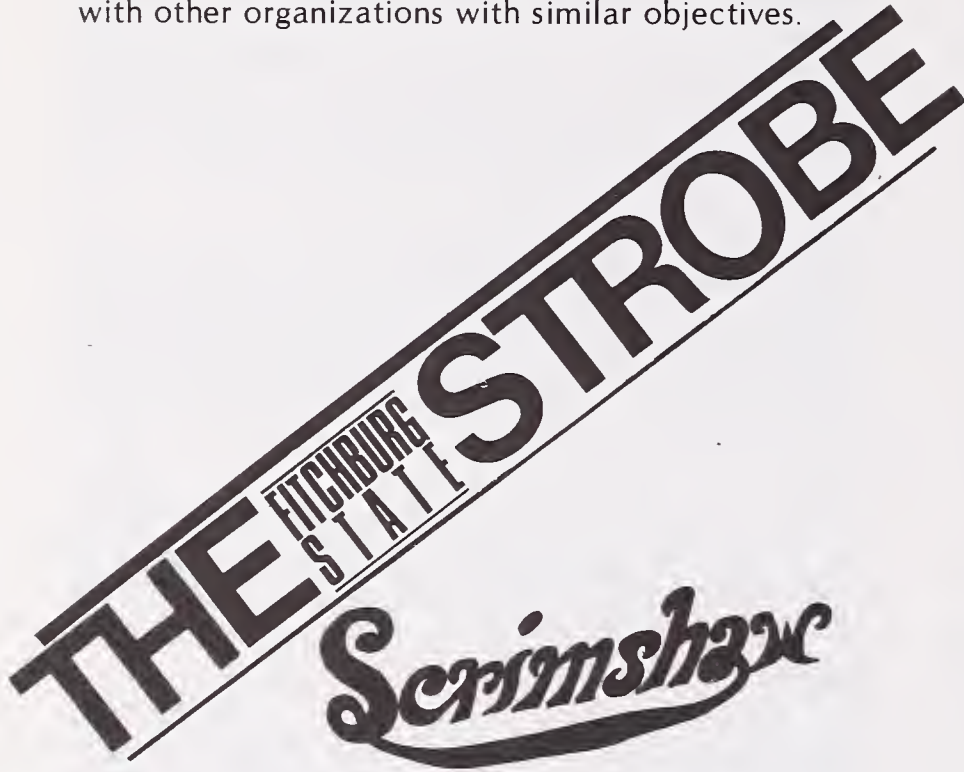
This organization exists for the purpose of unifying the residents of this TownHouse Complex; to provide a means by which TownHouse life may be enhanced; and to act as a recommending body to the administrators and the Student Government Association concerning the affairs of the TownHouse Complex.

Volleyball Club

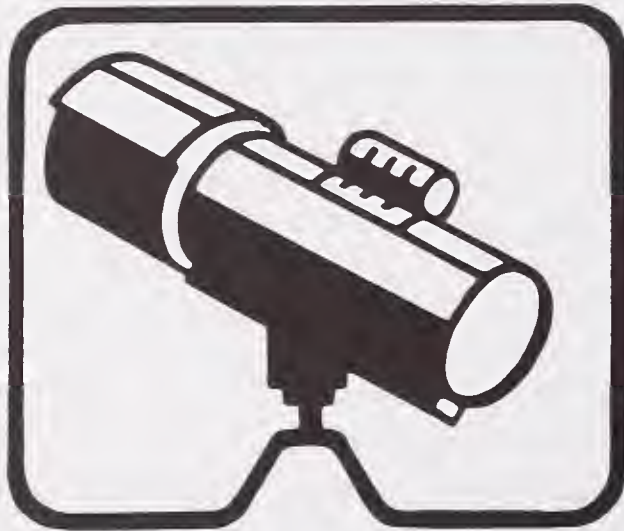
The purpose of this Club is to encourage, promote and foster an active interest in Volleyball among its members, the faculty, and the student body in general.

Zeta Phi Beta

This organization is dedicated to finer womanhood, sisterly love, scholarship, and service, and believe that Zeta can best achieve these goals through affiliation with other organizations with similar objectives.



F.S.C. PROGRAMS



COMMITTEE

The Strobe

The Fitchburg State College Newspaper is published regularly by the newspaper organization. The paper attempts to cover all events on campus as well as editorials, advertisements, student and faculty ideas and opinions. The editorial staff, photographers, reporters and the paper's content are all protected by the First Amendment. The staff is provided with an opportunity to learn all aspects of the newspaper business and welcomes all new members interested in contributing.

Scrimshaw

This is Fitchburg State College's literary magazine. It provides an opportunity for members of the college community to see their creative works in print. Contributions are solicited during the school year. Editorial positions are available. See the Student Government Association office.

Saxifrage

It is the purpose of the Saxifrage Yearbook to provide to the students a record of events which covers the school year as closely as possible. You may order the yearbook in the fall, and it will be delivered in the spring. The office is located in the basement of the Campus Center.

WFRC

Radio Station WFRC broadcasts to the Hammond Building from the third floor of the Library. Since it began in the fall of 1980, it has grown to include membership of 60 students "airing" 92 hours per week. The Station subscribes to the U.P.I. wire service. All Fitchburg State College students are encouraged to visit the studios. Anyone may train and audition for an air spot or help with the music, program, production, engineering, sales or news staff.

As WFRC contemplates its expansion, you are invited to join the fastest growing club and media source on the Fitchburg State College campus.



COLLEGE GOVERNANCE

College Governance

The governing board of the college is the Board of Regents. The fifteen-member board appointed by the Governor has broad powers over all Public Higher Education in the Commonwealth particularly in the areas of educational policy, budget and collective bargaining. A Chancellor and a central office staff, located in Boston, assists the Regents.

In addition to the Board of Regents, each public institution, including Fitchburg State College, is governed by their own eight-member Board of Trustees. The local board is responsible for those policies involving personnel and the general policies of the institution. The Board of Trustees are appointed by the Governor and are invested by legislative mandate with powers separate from the Board of Regents.

In May of 1974 Fitchburg State College entered into its first collective bargaining agreement. Part and parcel of the agreement was a movement toward shared governance and decision-making, thus the beginning of the All College Committee (ACC) as the primary legislative body on campus.

The ACC is composed of five faculty, five administrators, and five students who share equal participation in decision-making, formulation and recommending to the President campus policies. The ACC meets once per month during the academic year with those meetings being open to anyone.

The ACC also has as part of its structure four Standing Committees each composed of faculty, administration and student appointees. The four standing committees are: Academic Policies, Curriculum, Student Affairs and Long Range Planning.

Student Government Association

The purpose of the Student Government Association (SGA) as set forth in its constitution is: "To encourage responsibility and cooperation in democratic self government; to form an official body for expressing the judgments of students and fostering the activities and matters of general student interest, to promote full understanding and cooperation among students, faculty and administration in order to further the welfare of the college."



All full-time students enrolled at Fitchburg State College are members of SGA.

The governing body of SGA is the SGA Council composed of the Executive Board, Commuters Board, and representation from each class as well as residence halls. Elections are held every Spring with freshman elections in the Fall. Besides the elected positions on the SGA Council many students are appointed to a variety of standing and ad hoc committees. Participation at any level is welcome and encouraged.

For further information contact the SGA office located on the basement level of the Campus Center. Better yet, attend a regular Tuesday night SGA meeting: 6:30 p.m. G-04 Campus Center.

Residence Hall Government

In each of the residence halls there is a representative body of students responsible to their peers for budgeting dorm dues, sponsoring hall activities and programs and determining judicial action. Hall government is largely responsible for determining what kind of atmosphere will prevail. If you have ideas or concerns about the quality of life in your hall speak to your "Floor Rep" or better yet, get involved as member of the hall government.



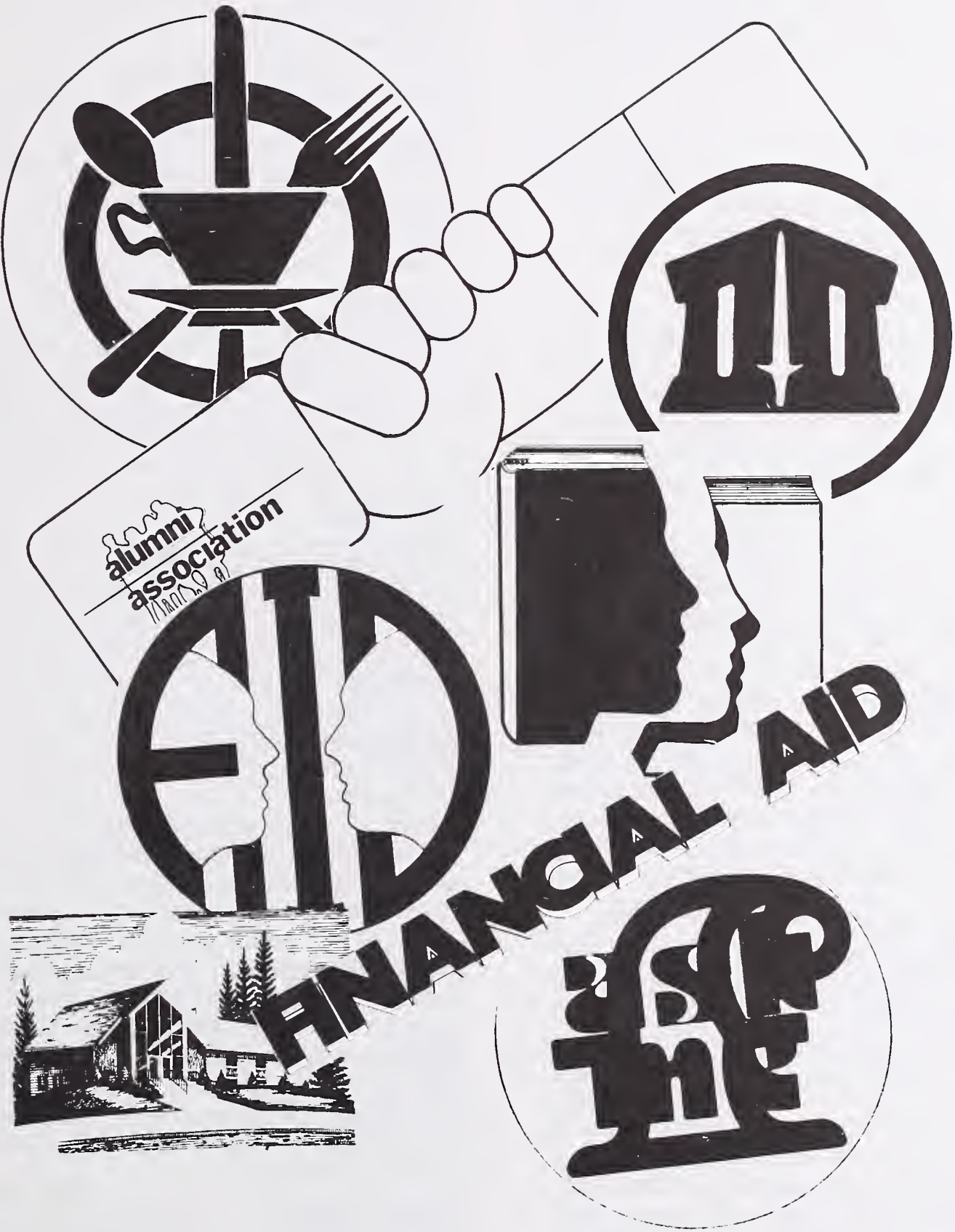
Athletics

The Athletic Department of Fitchburg State College, supported by the athletic fee, offers each student an opportunity to participate in activities at the varsity, intramural and recreational level. The College fields men's varsity intercollegiate teams in Cross Country, Track and Field, Tennis, Indoor Track, Soccer, Baseball, Basketball, Ice Hockey and a Club Football team. Women compete on the intercollegiate level in Field Hockey, Tennis, Volleyball, Basketball, Track and Field, Softball, Indoor Track, and Cross Country. Fitchburg State College is a member of the Massachusetts State College Athletic Conference, the National Collegiate Athletic Association, Eastern College Athletic Conference, New England College Athletic Conference, Eastern Association Intercollegiate Athletics for Women, Massachusetts Association Intercollegiate Athletics for Women, United States Women's Track Association, Northeast Field Hockey Association, United States Field Hockey Association, the Northeast Women's Intercollegiate Tennis Association, and Amateur Athletic Union, which entitles successful Fitchburg teams to participate in tournament and championship play.

An active intramural program offers the opportunity for team and individual competition to all students in baseball, softball, volleyball, basketball, bowling, and tennis tournaments, gym hockey, pillo pollo, ice hockey, football, and soccer. Coed intramural programs allow participation in volleyball, bowling, tennis tournaments as well as recreational activities such as: ice and roller skating, splash parties, open weight room/open gym and other activities suggested to and by the Women's Athletic Association, the Men's Intramural Board and the Athletic Council. Facilities for the athletic program include a 400 meter Chem-Turf track and field complex, a soccer field, tennis courts, outdoor basketball courts, intramural fields, gymnasium, weight room, baseball diamond, practice football field and field hockey field.



ATHLETICS/ INTRAMURALS



SUPPORT SERVICES

SUPPORTIVE SERVICES

Academic Advising Center

The purpose of the Academic Advising Center is to help students who are confronted with academically related problems for which they see no clear or obvious solution. Students are invited to interpret the phrase, "academically related problems" however they wish. The teaching faculty, who serve as counselors, help students with matters such as:

- ...Change of major
- ...Academic probation
- ...Career exploration
- ...Changing course schedules
- ...Major selection for Undeclared students
- ...Special problems of older students
- ...Handicapped status

Academic Counseling

Academic counseling is offered by each department through the academic advisors. Every student is assigned a faculty advisor. If you do not know who your advisor is, inquire at the department office of your major, the Registrar's Office, or the Undergraduate Dean's Office.

Access Staff

ACCESS: "Students Helping Students". A group of dedicated students, trained to help other students at FSC. ACCESS staff are available to students needing someone to talk to and can assist in accessing the resources of the campus. In the fall, they serve as co-leaders in the Freshman Family Program. Throughout the year they are available to students on a drop in basis and conduct workshops on such topics as: Assertiveness Training, Relaxation, Stress Management, and Study Skills. The ACCESS office is located in Edgerly Hall, Room 305. The staff is available Monday thru Thursday from 10:30 a.m. to 3:30 p.m.

A.I.D. (Alternatives for Individual Development)

The Alternatives for Individual Development Program is a compensatory program which provides supportive services to students who possess academic potential to receive education but have been denied this access because of social, economic, or educational disadvantages. Supportive services include counseling: personal, academic, and career. Tutoring in all subject areas, study, math, and verbal skills. Additionally, a cultural enrichment is an integral part of the supportive services along with noted speakers for personal development. These services provide scholastic enrichment and motivation required to ensure the student's retention at the college and ultimately, graduation with marketable skills. For further information about our program contact the A.I.D. Office, Hammond Building, 3rd floor.

Alumni Office

The Fitchburg State College Alumni Association has a dynamic and active organization on campus sponsoring such programs as Merit Scholarships, group travel, group insurance, career seminars, telethons and the annual FSC Family Fair Reunion. The Association, comprised of 12,000 alumni, also works very closely with the senior class in preparation for their post-graduate involvement.

Career Planning And Placement Center

The Career Center provides a variety of services for students in educational and career planning. The staff works with students to increase their self-understanding and effectiveness in making career decisions. Services of the Center include maintenance of placement credentials; advice in the preparation of resumes and letters of introduction; preparation and distribution of job information to registrants; a placement bulletin board for students and alumni; on-campus interviews between employers and students; and career planning assistance. The Center also provides counseling, guidance, and other assistance important to career planning, as well as remedial and developmental work in reading and study skills.

A job bank is maintained in which full-time, part-time, and summer job vacancies are listed to assist students and alumni in their job search. Local, state, national, and overseas openings are contained in the job bank. Testing services and consultations are also available to students in the Career Planning and Placement Center. A vocational development test battery and a library of career information are on hand for students who wish to explore their career interests, personality and values. An extensive collection of standardized tests is also housed here. Staff members are available to assist students and other members of the College community in selecting and utilizing tests in research, diagnosis, and evaluation. Several national programs of standardized testing are administered through the College: Graduate Record Examinations; College Level Examination Program (CLEP); and Miller Analogies Test. The Center is open from 8:30 a.m. to 5:00 p.m. weekdays, and is located on the top floor of the Edgerly Building on campus. Students may make appointments by visiting the Center or by telephoning 345-2151, Extension 3151.

Campus Security

Campus Security is dedicated to protecting life and property, and to the prevention and detection of crime. Campus Security enforces the laws of the Commonwealth of Massachusetts and the regulations of the Board of Trustees and the College. As members of the college community, campus security serves the

campus with courtesy, pride, dependability and sensibility.

Food Service

Daka Food Service provides a variety of food service operations at Fitchburg State College, including the resident program in the Holmes Dining Commons, the Campus Center Cafeteria, and a vending program. The resident program offers a choice of a 5 day lunch, a fifteen (15) or twenty-one (21) meals per week which are purchased on a per semester basis and includes special events such as holiday meals. Daka Food Service handles all functions on campus, everything from "Coffee-and's" to a full course banquet.

The Campus Center Cafeteria is open to the College community and serves daily.

Emergency Loans

The Student Life Office has a program which provides short-term no interest loans for full-time Fitchburg State College students. Loans are available for up to \$50 and must be repaid within two months. All requests are handled on an individual basis.

Financial Aid

Fitchburg State College administers and coordinates a variety of financial aid programs. Students should begin application procedures well in advance of the term during which they are seeking assistance and should observe the deadline for the various programs for which they apply. Students interested in specific programs or seeking specific or updated information should consult the Financial Aid Office as early as possible for assistance in their financial aid planning.

Study Skills Center

Programs offered by the Study Skills Center are designed to meet the individual needs of all students. Included in the Center's programs are enrichment experiences for students wishing to review or sharpen their study skills as well as programs for those students who wish to learn successful college study practices. In addition, students may select a program which highlights a specific study area such as test taking skills, outlining skills, or improving their spelling skills. The Study Skills Center makes use of a wide variety of instructional resources including a new computer assisted instruction facility.

The College Library

The Fitchburg State College Library, located in the James J. Hammond Building, provides study table, study carrel, and lounge seating on three levels for 1,350 students. It is a comprehensive information center where source materials are available in a variety of formats. The holdings, which comprise curriculum-related subjects and general student-interest

materials, include a circulating book collection of 170,000 volumes; 2286 periodical titles in microfilm and print form; abstract and indexing services; the Resources in Education Collection (ERIC), a comprehensive education library retrieval system on Microfiche; and a large pamphlet file. The Fitchburg State College Library also holds an 8,500 volume reference collection; card catalog access to audio-visual information in 10 formats; a children's literature collection; and a record collection of classical, folk, jazz, popular music, and the spoken word for which stereo headsets may be obtained at the Circulation Desk for the listening stations located throughout the library.

LIBRARY HOURS

Monday thru Thursday

8:00 a.m. - 11:00 p.m.

Friday

8:00 a.m. - 5:00 p.m.

Saturday

10:00 a.m. - 5:00 p.m.

Sunday

1:00 p.m. - 10:00 p.m.

**Vacation, exam period and
summer
schedule will be posted**

Newman Center

The Newman Center provides the presence of the Church on the Fitchburg State College Campus. Located across from the Sanders Administration Building on Highland Avenue, the Center was designed to be a religious, cultural, and social gathering place for the college community.

Through the efforts of its staff, the Center offers a climate where the students can raise basic questions without fear, receive an honest response to an individual need, and a home where he or she can relax in a small informal atmosphere.

Father Don Baker is the chaplain of the Center and the only full time chaplain on campus. He is available to students for counseling and spiritual direction.

Fitchburg State College Off-Campus Housing Office and Office of Handicapped Affairs

The Off-Campus Housing Office (OCHO) has two major goals: (1) to assist students, faculty and staff in their search for adequate and affordable housing and (2) to provide housing related educational material, advocacy, and mediation for the student tenant population. These goals are pursued through two areas: Listing and Informational Services and an Education/Mediation program.

Incorporated into the Office of Off-Campus Housing is the Office of Handicapped Affairs, which coor-

dinates any information pertaining to the Handicapped/Disabled Student. Handicapped Student Enrollment is obtained through the Admissions Office, and if appropriate, arrangements are made to accommodate the needs of the Handicapped/Disabled Student. These arrangements include the development and maintenance of a list of Personal Care Attendants to be at the disposal of the Handicapped/Disabled Student.

An escort service, comprised of friends, volunteers and Personal Care Attendants provides companionship for the student who requires assistance while on campus. Para-professional counseling is another service also extended on a regular basis, along with a referral service to other key areas on campus.

In order to aide the Handicapped/Disabled Student confronted with Architectural and Attitudinal Barriers on the campus of F.S.C., the Office of Handicapped Affairs is committed to increasing the level of Handicapped Awareness on the part of faculty, staff and students.

Listing and Informational Services

The OCHO listing service consists of an updated list that is published approximately every two weeks. In times of greater demand the list is put out more frequently. The lists include available houses, apartments in houses, apartments in complexes, rooms, and roommates wanted. In addition the OCHO has on file all landlord names and phone numbers who have listed with the office. Within the office there is also a selection of written material relevant to a variety of housing needs in the form of fact sheets, pamphlets and flyers. This material provides commonly requested information relating to:

- a. The legal aspects of housing; such as tenant rights and obligations, model leases and eviction proceedings.
- b. The purchase and rental of furniture.
- c. The location of public transportation, retail establishments and community based programs.
- d. Comparison of housing by type and community.

ROTC (ARMY)

This viable program is available to Fitchburg students through the establishment of an Extension Center, which is staffed and operated by personnel from the United States Army ROTC Instructor Group from Worcester Polytechnic Institute in Worcester. What this means for Fitchburg freshmen and sophomores is that you will be able to participate in Army ROTC on campus without any cost or obligation for your freshmen and sophomore years of college. Scholarship and other financial aid programs (over \$2000 per year) and Leadership/Management/Adventure courses are being offered. For details, contact the ROTC Personnel in Room 207 Edgerly Hall or call 342-3190.

Student Life Office

The Student Life Office is the primary administrative office for student services, some of which include programs for veterans, handicapped students, judicial systems and new student orientation.

Moreover, this office is responsible for seeing to it that students receive personal attention and find solutions or alternatives to non-academic problems.

In a broader sense the Student Life Office is responsible for student development – a continuum of opportunities which challenge and facilitate student growth. We try to ensure an environment which affirms a searching, curious attitude; encourages an atmosphere which discriminates only on the basis of those who are serious about learning; and creates mutually supporting networks of individuals and organizations who believe in the college community as a caring and stimulating place to study and grow.





HEALTH SERVICES

All full-time undergraduate Fitchburg State College students pay a health fee which entitles them to utilize the Student Health Service. Using your student service can save you money and trouble as long as you understand how to use it.

If at any time you have questions about the Health Services, please call **345-2151, Ext. 3216**. We welcome your comments and suggestions at any time.

HEALTH SERVICE STAFF

Dr. Paul E. Cochrane	Staff Physician
	Medical Assistant
Ms. Deborah Woolard	Nurse Practitioner

General Description

Purpose

The Health Service has been organized to meet the immediate health needs of male and female students and to provide both follow-up treatment and educative services during the academic year.

Location

The Health Service is located in **Miller Hall, Room 7**. Also, call **345-2151, Ext. 3216**.

Hours

Primary medical care is provided Monday-Friday, 8:00 a.m.-4:30 p.m. at Miller Hall. After 4:30 p.m. and on Saturdays, Sundays, and holidays, service must be obtained from your local M.D. or Burbank Hospital.

Monday-Friday	8:00 a.m. - 4:30 p.m. Closed Saturdays, Sundays, and holidays.
Appointments	8:00 a.m. - 10:00 a.m., 1:30 p 4:00 p.m.
Appointments with M.D.	Monday, Tuesday, Friday at 8:30 a.m.
Walk-in hours	10:00 a.m. - 12:15 p.m.

Patients are not seen during vacations.

Appointments

Appointments can be made with the receptionist, phone **345-2151, Ext. 3216**. Appointments are needed for all gynecological services and should be made for all other non-emergency problems whenever possible. Making advance appointments will help prevent a long wait for yourself and others during walk-in hours. If you can't keep an appointment, call to cancel as soon as possible. Even if you call 30 minutes ahead, there may be time to give someone else your spot. Please bring your Fitchburg State College ID with you at the time of your appointment.

Walk-In Clinic

Walk-in hours, 10:00 a.m. - 12:15 p.m. Monday-Friday, make it possible for you to be seen for immediate

problems that can't wait and specific needs such as immunizations, sprains, flu symptoms, sore throats. Many patients can have their problems attended to by the nurse practitioner. You may see the doctor as well if you wish. He is available Monday, Tuesday, and Friday at 8:30 a.m.

The walk-in clinic operates on a first-come, first-served basis. (Emergencies are seen immediately.) The average wait is 15-20 minutes, but at times during the week when the clinic is very busy, the wait may be quite a bit longer. At other times you may be seen immediately.

Emergencies

Health emergencies occurring on campus should be referred immediately to the Health Service if between 8:00 a.m. and 4:30 p.m. or arrangements can be made directly by the student for transportation to the emergency room at Burbank Hospital (after 4:30 p.m.).

Confidentiality

All medical records of students are completely confidential. No information is released to anyone, including college authorities or parents without prior permission of the student.

Eligibility

All students who pay the college health fee are eligible for service during the academic year (from the time of official arrival on campus in September until the end of the spring Final examination period). All undergraduate students are required to pay the health fee. A Fitchburg State College ID is required.

Abortion

If you are pregnant and are considering an abortion, make an appointment for assistance in making the necessary arrangements. It is important that you have an opportunity to discuss your options, thus, do not delay in seeking counseling.

Allergy Treatment

Hours: by appointment.

Services: Allergy injections are administered to students who are already under the care of an outside physician. The patient must provide his/her own allergy extracts and detailed instructions from his/her allergist on dosage, frequency, etc.

Birth Control

Contraception is available to any individual who desires it. Counseling and family planning are provided in complete confidentiality. The nurse practitioner will help you evaluate and use the method you select. Remember, this is your decision, therefore, it is wise to make an appointment and discuss the method of choice best suited for you. Birth control pills and the diaphragm are prescription methods. Each require an

internal examination and periodic check-ups which are done by appointment only.

Gynecology

Many routine gynecological services are available at the Health Service. All women should have an annual routine gynecological check-up and pap smear. For acute vaginal irritation or menstrual problems, the nurse practitioner will handle your problem if you make an appointment. If special expertise is required you will then be referred to your own gynecologist or an area gynecologist.

Health Education

Health education is considered an ongoing element in terms of information giving prevention and health maintenance. Pamphlets and other resource information are available from the Health Services office.

Periodic clinics, classes, seminars and discussion groups are offered in a variety of areas such as CPR certification classes, weight reduction groups, hypertension screening clinics and safety related demonstrations. Efforts are made to keep students (and faculty) abreast of new health issues as they arise. Biweekly articles on areas of current concern are being presented in the Strobe.

The Health Fair has become an annual event with booths, demonstrations and information of available campus and community health related services. Individual or group discussion sessions can be arranged on health-related subjects as time permits. The Health Services committee welcomes any suggestions for educational offerings.

Immunizations

Hours: by appointment or during walk-in hours, 10:00 a.m. - 12:15 p.m.

Services: Tetanus-Diphtheria immunizations are administered without charge and are needed every 10 years. Other immunizations such as measles and rubella are administered and may be charged to the patient. A record of your previous immunizations will help avoid repetition and delay. A rubella titre to determine susceptibility to rubella can be done on request.

Laboratory Tests and X-Rays

Most tests and x-rays are done by an outside laboratory and local hospital. The exceptions are wet preps, urinalysis, and pregnancy tests which are done at the Health Service without charge. Payment for other tests is the responsibility of the individual student and is not covered by the student health fee. Results of laboratory tests are usually available the next day with the exception of those tests done at the Health Service. These results may be obtained later the same day. Some other tests may require two or

more days to process. You may obtain test results by coming to the clinic or by phoning Monday-Friday 8:00 a.m. - 4:30 p.m. or the results will be placed in your campus mailbox. In some cases you will be asked to return to the clinic to review the results with the doctor or nurse practitioner.

Medications

Medications are not usually provided by the clinic and must be obtained at an extra charge to the patient. If a prescription medication is needed, arrangements will be made with your pharmacy (there are several in the area).

Outside Referrals

Referrals are sometimes made to outside physicians and dentists for consultations and treatment of special problems. These outside referrals are not included in the student health fee and are the patient's responsibility to pay for. They are often covered by private health insurance.

Patient Transportation

It remains the responsibility of the individual student to provide his/her transportation to Burbank Emergency Room. If an ambulance is required for transportation in an emergency, the student may ask the Campus Security or residence hall desk worker to phone an ambulance. If this is not practical, the student may contact the ambulance on his own, phone **343-4801**. All charges for ambulance transportation are the students' responsibility.

Pregnancy

Free testing is available. If it has been six weeks since your last menstrual period, limit your fluid intake and bring in the first morning urine specimen. Results will be available later that day. For those showing positive results, the Health Service will assist, upon request, with counsel and advice.

Routine Medical Examinations

A physical exam form is to be completed by an M.D. and submitted to the Health Service by every student upon admission to Fitchburg State College. This is required to provide the Health Service with any significant past history of physical problems and immunizations. The Health Service does not as a general rule give routine physical exams.

TB Testing

A Mantoux skin test should be given every three years and is a requirement for student teaching. A small amount of tuberculin purified protein derivative (mantoux) is injected right below the skin surface. Forty-eight hours later the injection site must be checked by the Student Health Service staff or the test is not completed. Failure to return requires a

repeat injection. Tests are available during walk-in hours or by appointment.

Chest x-rays are required for anyone having a previous positive skin test. Appointments can be made for a free chest x-ray with the health service secretary.

Venereal Disease

The Health Service provides routine diagnostic testing and treatment for gonorrhea and syphilis. If you think you may have been exposed to it, make an appointment so the necessary examination can be done and lab tests ordered. Treatment is in strict confidentiality.

Mental Health Services

Victoria L. Bacon, Counselor
Coordinator of Counseling Services

The Counseling Center provides a variety of services for personal growth. Students are assisted toward actualizing their potential through increased self-understanding, effective decision making, creative coping skills, and the like.

A wide range of personal concerns are dealt with including: questions pertaining to self-confidence, parental pressures, test anxiety, relationships, and personal crisis.

Individual and group counseling are available to students in a **confidential** setting.

The Counseling Center is located in **Edgerly Hall, Room 303**. Hours are 8:30 a.m. to 5:00 p.m. weekdays. Appointments can be made in person or by calling **345-2151, Ext. 3151**.

The Center maintains a referral network for students seeking services elsewhere.

Psychological emergencies are handled at any time by Burbank Hospital Emergency Room, phone **345-4311, Ext. 407**.

Student Health Insurance

It is important for students attending Fitchburg State College to understand the insurance policy available to them. Most students are covered under their parents' policies up to the age of 19 unless an extra premium is paid. Therefore, school insurance should be considered.

The student should not confuse the student health fee with health insurance. A health fee is mandatory and covers only visits to the Health Service on campus. Health insurance, however, is optional and helps to cover hospitalization, diagnostic testing and outside consultations. The student health fee is not insurance.

An inexpensive policy is highly recommended to students who do not already have insurance or are no longer covered by their parents' policy. This policy

covers the student for the calendar year September 1 (or from the date of application if after September 1) through August 31. This covers the student both at and away from school. Pamphlets which describe the school policy may be obtained at the Health Service in Miller Hall.

Health Services Committee

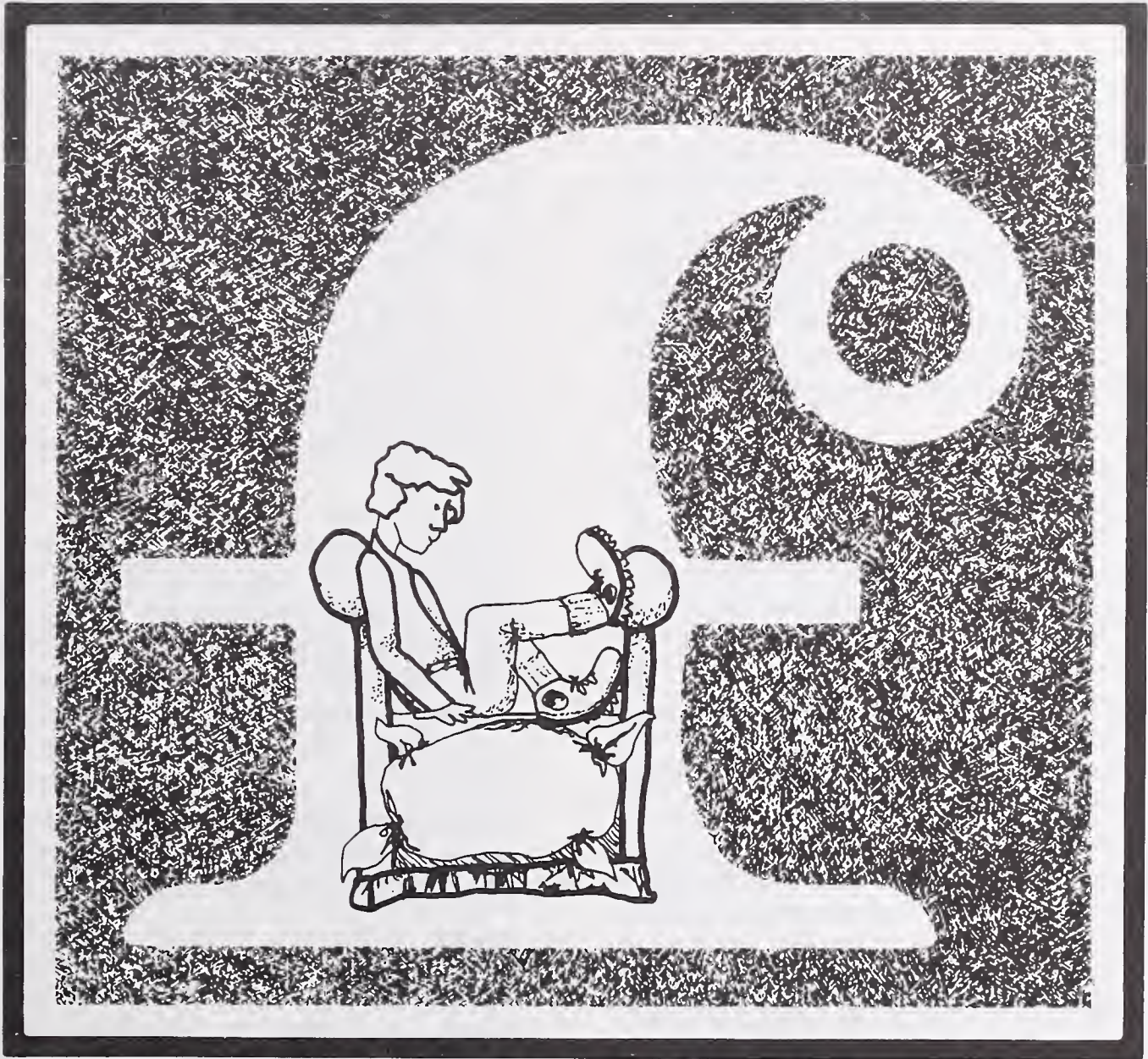
The system is directly accountable to a Health Services Committee which consists of the following eight members: five positions to be held by health care consumers (undergraduate FSC students), one faculty member representative, one administrator, and one health care provider. Members are appointed by the Student Government Association. The purpose of this committee is to:

1. Receive and review requests and recommendations from all segments of the college community.
2. Periodically review the functioning of the system and effectiveness of the health care providers.
3. Collect data concerning utilization of services.
4. Audit peer review.
5. Receive, review, and respond to legitimate consumer complaints.
6. Develop and submit yearly budget for health care services to be approved by the college president (and Board of Trustees).
7. Provide periodic reports to the president of the college together with recommendations for ongoing improvement of the health care delivery system.

If you have any concerns or suggestions, please feel free to share them with the Health Service staff or with a Health Service Committee member (a list of members is available at the Health Service).

If you are interested in becoming a committee member, please notify the Health Service. Meetings are open to all interested students.





The residence program is an integral part of your College education and there are three important components of campus housing:

1. Buildings - a variety of housing facilities
2. Staff - carefully trained, selected and supervised
3. Programs - educational, social, athletic

Our goal is to assist students in taking advantage of the opportunities offered by each of these three components. Most importantly, we hope to aid all students in developing self-supervision and responsibility. The group living situation offers students the challenge of making, with staff support, responsible decisions about themselves and others. Through mutual consideration we work together to maximize intellectual and personal development.

The following guidelines are provided for cooperative living in the Fitchburg State College housing program. If you have any further questions or suggestions, we hope you will visit us. The Housing Office is located in Aubuchon Hall and is open from 8:30 am to 5:00 pm weekdays.

Assisting You - Our Staff

Resident Assistants are men and women who work with residents to create an optimal environment for all students in residence. Resident Assistants help you in personal, social, and academic matters and are familiar with referral sources both on and off campus. They often help residents resolve conflicts and help students to accomplish goals. The "RA's" work with the Hall Council in planning activities and may plan programs which are of special interest to a floor, suite or apartment.

The Resident Director of your building is a professional staff person and member of the Student Life staff. The Resident Director is available to provide assistance to students with academic, emotional or interpersonal problems. He or she supervises the reception desk and the RA staff, serves as an advisor to the Hall Council and Judicial Board and approves all room changes. The Resident Director works with students who have difficulty living with others or living within stated guidelines. She/he is also helpful in organizing residence hall activities.

You will also meet your area's cleaning person, janitor, and maintenance personnel. The custodial personnel depend upon your cooperation in keeping your floor neat and clean. Please report all maintenance problems to your Resident Assistant. The Housing Office appreciates receiving your feedback concerning custodial services.

Government

In the spring of each year an Executive Board is elected in each residence hall. During the first few weeks of the Fall semester you will take part in elections for floor, suite or apartment representatives, and freshmen representatives. These officers conduct area meetings, survey student opinions and establish many residence hall policies such as sign-in hours. The Councils also request an activities fee be donated to support hall activities and programs. The activities range from all-hall parties to special interest workshops.

Council officers cooperate through H.I.T. (*Housing Investigative Team*) to plan activities for all residence hall students. All members of residence hall Councils are anxious to involve residents and hope to receive your suggestions and feedback.

There are two Housing Judicial Boards which hear most cases of infractions occurring in the residence halls. Members of these boards are selected each fall by a committee which includes representatives from each Hall Council. All interested residents are encouraged to apply to this interview process. The Judicial Board is empowered to impose sanctions which include:

1. Admonition (*verbal warning*)
2. Censure (*written reprimand*)
3. Restitution
4. Service charges and fines
5. Probation
6. Restriction (*denied access to a Hall or section of a Hall*)
7. Suspension of privileges, and negation of or non-renewal of the Housing Occupancy Agreement.

Each resident is guaranteed due process and is notified in advance of a hearing. He or she is present when witnesses describe the alleged incident and may bring witnesses in defense. The Judicial Board decides on responsibility and if found responsible recommends a sanction to the Resident Director of the Hall. If the student wishes to appeal the decision of the Resident Director, they may do so to the Director of Housing within 3 class days. The Judicial Board has the authority to recommend serious cases to the Campus Judicial Board, after they have taken action to the limit of their power.

Rules

Automobiles:

Parking is limited to students who must travel off-campus for academic reasons. If you qualify for a sticker you will pay a 50¢ fee and the security will advise you of legal parking spaces.

Motorbikes and motorcycles must have parking stickers and be parked in designated areas.

Bicycles:

Racks for bicycle storage are available inside Aubuchon Hall and Russell Towers. In no case are you to store bicycles in studies, lobbies, stairwells, corridors or other public areas.

Big Taboos:

Illegal drugs and gambling are prohibited in the residence halls.

Alcohol consumption and open bottles are prohibited in any public areas of Fitchburg. This city ordinance is enforced and may result in a \$200 fine.

Residence hall regulations must be in accordance with Massachusetts State Law. Therefore consumption of alcoholic beverages is banned in all public areas of the residence halls - this includes Town House Apartment lounges, suite lounges, floor lobbies, etc. Students and visitors under 20 years of age may not consume alcohol in any area, while those age 20 or older may consume alcoholic beverages in their rooms only. Students 20 years of age or older are reminded that it is illegal to serve alcohol to anyone under the age of 20. These regulations will be strictly enforced by the Housing Staff. Students and their visitors are required to show identification when requested by any Fitchburg State College staff member.

Closing Hours:

Each hall is locked at 12 midnight. Residents may gain entrance with their keys. Residents are asked to be conscientious in closing all doors tightly upon entrance and to refrain from admitting unescorted visitors.

Guests:

Procedures for signing in guests vary from hall to hall. All presently have 24-hour visiting hours and these hours are voted upon yearly by the residents of each hall. All residents and their guests must carry identification and comply with the sign-in procedures of the individual residence halls.

Hall Personnel Room Access:

College housing personnel may enter students' rooms at any time for health and safety related emergencies and will enter rooms upon reasonable notice during non-vacation periods in order to make routine maintenance repairs and safety checks. Regular room inspections will be conducted upon the closing of the residence halls for vacation periods for health and safety reasons by the residence hall staff.

RESPONSIBILITY OF PARTY SPONSORS

INSTRUCTIONS: As a party sponsor, you are responsible for reading and adhering to the following guidelines for your reference in planning and sponsoring your event. Your signature on the Party Responsibility Form indicates that you have read these instructions and will abide by them.

PURPOSE OF POLICY GUIDELINES: Realizing the fact that alcohol can be used appropriately in a social setting, these policies are not intended to prevent the use of alcohol, but to encourage its responsible use.

Fitchburg State College recognizes that federal, state and local laws govern the manufacture, transportation, distribution, storing, sale and use of alcoholic beverages. Strict adherence to these laws must be observed, as violations are subject to prosecution by civil authorities. Consumption of alcoholic beverages in the residence halls is permitted in accordance with the existing laws. Pertinent laws are as follows:

State Laws:

1. It is unlawful for a person under 20 years of age to consume alcohol or to have it on his or her person.
2. It is unlawful to purchase alcohol for, sell alcohol to or give alcohol to a person under 20 years of age.
3. Public intoxication is now governed by civil statutes involving potential civil commitment.
4. Driving a motor vehicle under the influence is illegal.
5. Violations of civil law are subject to civil action.
6. A Fitchburg City Ordinance calls for a \$200 fine for possession of open liquor containers in public in the City of Fitchburg. This ordinance is enforced and may result in a fine of \$100 - \$200.

You, as a party sponsor, are responsible for insuring that State, Federal and Local laws and College policies are upheld. If there is negligence in following the policies and laws, there is the possibility that you could be arrested, charged judicially and/or proprietarily, or jeopardize the residence hall policies which permit the use of alcohol in the halls.

POLICIES:

1. Parties of any nature in any location in the Residence Halls must be registered with the RD preferably 24 hours in advance and at least by 7:00 P.M. of the day/evening of the function.

2. Residence hall regulations must be in accordance with Massachusetts State Law. Therefore, consumption of alcoholic beverages is banned in all public areas of the residence halls, stairwells, lounges, hallways, studies and all outside areas. Students and visitors under 20 years of age may not consume alcohol in any area. Kegs are not allowed at any time in any area.
3. The party sponsor should bring the responsibility form to the appropriate staff person. The staff member should sign the form only after the party sponsors have met formally with a staff member to discuss the responsibilities of assuming such a role.
4. The student sponsor holds responsibility for informing the RA ON DUTY of the event.
5. The party sponsor(s) must be in attendance at the event at all times.
6. It is the sponsor's duty to insure that no alcohol is transported out of the area designated for the function. Alcohol must be unopened if transported in any public area. It is required that the sponsors monitor entrances and exits to insure that no alcohol is leaving the party. ALL VIOLATIONS MUST BE CONFRONTED BY THE SPONSORS.
7. Priority from Sunday-Thursday evenings is for a positive academic atmosphere. If it comes to the attention of staff that a party disrupts normal academic pursuits, the function will be closed down. Please be considerate of others if you do have a party.
8. The Resident Assistant on duty will occasionally check on the condition of the party and will have the responsibility for closing the party down if any guidelines are not being adhered to.
9. Students and their visitors are required to show identification when requested by any Fitchburg State College staff member.
10. Sponsors are responsible for damage costs that occur as a result of or are associated with the party. It is, therefore, suggested that sponsors confront individuals behaving disruptively at the party. Also, sponsors are responsible for clean-up after the party and will be billed if clean-up is not satisfactory. A guest list is a suggested measure for your protection to assist you in identifying your guests.
11. The size of the party must be limited. Preventative measures should be taken before the event to insure that the party will not become too large. Sponsors should be aware of the number of people in attendance and take effective measures to cor-

rect the situation should the number of people in attendance go over the specific limit. The limit should be arrived at in consultation with the ARD and RA.

12. Sponsors should take the necessary actions to respond to any complaints that arise as a result of the party (such as noise level). Sponsors risk the possibility of having to close down an event if complaints are not responded to and problems resolved. Please contact the RA on duty if you need assistance.
13. The party must be shut down at a time negotiated beforehand with the staff. The hours of the event are to be listed on the party responsibility form.
14. The above are responsibilities of the sponsors. Should problems arise that cannot be handled by the sponsors, the staff member on duty must be informed immediately in order to assist the sponsor in correcting the situation.

FAILURE TO COMPLY WITH THESE POLICIES WILL RESULT IN HAVING THE SPONSORS AND/OR THE RA ON DUTY CLOSE THE EVENT, AND MAY RESULT IN FURTHER DISCIPLINARY ACTION.

M. Appeal Process:

The accused has 5 class days from the date of notification of decision by a Residence Judicial Board to file an appeal with the Director of Housing. Appeals must be requested in writing and can be made only on the basis of procedural errors. An appeal hearing will then be scheduled with Director of Housing and will be heard in the Housing Office, Aubuchon Hall.

Pets:

No pets are permitted in the halls. Experience has demonstrated that pets cause cleanup problems, create noise, introduce odors, aggravate allergies, and sometimes constitute disturbances of serious proportions to health and sanitary conditions.

Quiet Hours:

Quiet hours have been established to protect the right of all students to study and sleep in their residence hall without undue disturbance. Quiet hours generally begin at 9:00 pm weekdays and 11:00 pm on weekends but may vary from hall to hall. During final exam weeks the Hall Council will set more stringent quiet hours - generally 24 hours. In addition, you are asked at all times to be considerate of the rights of other students. Specifically, you are asked to observe quiet hours by:

1. Keeping your stereo down so as not to bother

others.

2. Keeping your door closed when entertaining guests, watching TV, or playing music.
3. Refraining from shouting in the halls or out windows.
4. Each student has the responsibility to ask another to close the door, be quiet, turn down the stereo, etc., if he or she is bothered.

TV's/Stereos:

Your stereo or TV may provide a welcome study break, although there are TV sets provided in public areas of all the halls. No antenna hookups are provided, except in Herlihy Hall and the Town House Complex. Splicing into the hall antenna is prohibited.

Whether you are watching a favorite program or listening to music, you are reminded to respect the rights and privileges of your roommate and other students on your floor. It is very hard to think, study or sleep when Supertramp is rattling the windows in the next room. Please be aware of the Stereo Noise Policy.

Stereo Noise Policy:

Fitchburg State College supports the right of the members of its community to live and work in an atmosphere conducive to educational pursuits. One important element of this atmosphere is a minimal level of noise, particularly from stereos. Each resident has the responsibility to use her or his stereo in such a way as not to disturb other residents or neighboring buildings. Furthermore, if a resident believes that there is excessive stereo noise coming from one part of a building, that resident is expected to take the initiative in requesting in a polite way that the noise be alleviated.

Fitchburg State College has established the following policy for its resident staff regarding abuse of the stereo privilege:

1. RA's, Resident Directors and other Student Life staff members have the authority to give verbal warnings to students who, in their judgment, are playing their stereos too loud in disregard of the rights of others. An informal record of these warnings will be kept.
2. After one verbal warning the student is to be referred to the Resident Director who will take appropriate action. Upon referral, the Resident Director must warn the student that any further abuse of his or her stereo privilege will result in the loss of the privilege. However, the Resident Director may exercise the following options, depending on the facts presented:
 - A. The Resident Director may refer the case to the Residence Hall Judicial Board.

- B. The Resident Director may recommend that the student be removed from the residence halls immediately.
- C. The Resident Director may recommend that the student's stereo privilege be revoked, and the stereo confiscated until the student arranges for removal by a specified date.
- D. The Resident Director may recommend that the student not be returned to the residence halls for the following year.

3. Upon recommendation of the Resident Director or Judicial Board, the Housing Office will take appropriate action.

Weapons:

The possession or use of firearms, ammunition or lethal weapons which could inflict bodily harm is strictly prohibited in the residence halls and is a violation of city and state law.

Fire Drill Procedures

Your cooperation in following the procedures listed below may be important in saving your life or the lives of other residents of the hall if a fire or similar disaster should occur. It is the responsibility of every resident to be familiar with these procedures and observe them fully when the alarm sounds. Remember, you have no way of knowing why the fire alarm is sounding.

1. Close windows and open drapes.
2. Leave the lights on.
3. Wear a coat or blanket and hard-soled shoes.
4. Carry a towel (*to place over face in case of smoke*).
5. Leave room and close door.
6. Go, without talking, to your exit in single file. Walk swiftly, do not run or push.
7. If you are not in your room, go to the nearest exit.
8. Assemble outside in the place assigned your suite/floor. Report your presence to the Fire Marshall.
9. Do not return to the hall until a signal is given.

Fire Safety Equipment

Each residence hall has a fire alarm system directly connected to the Fitchburg Fire Department. Fire hoses, heat and smoke detectors, fire extinguishers, alarms and exit signs are present. Fire safety procedures and exit routes are posted in each hall. Fire drills are held on a monthly basis.

Tampering with fire safety equipment or setting a false alarm are serious offenses punishable by suspension from the residence halls. Fire doors in halls and stairwells must remain closed at all times.

Floor, Suite, Apartment

Greetings:

On arriving at your hall, you will be issued your room key and your copy of your signed occupancy agreement. The Resident Assistant for your section and the students in your section will be happy to help you settle into your new room.

Many of your closest friendships will begin with the people on your floor or in your suite or apartment. These are the places to express your concerns, ideas, opinions and attitudes and to learn the values and attitudes of others.

Inner Space:

Life in a residence hall includes learning to live effectively with a large number of other people. To achieve this goal, one must be aware of and respect another's rights. One of these rights is the right to privacy. You must be especially considerate of your roommate. For example, when entertaining, you are responsible for your guests' actions while they are in your residence hall. You and your roommate should come to some agreement regarding guests at the beginning of the semester.

Keys:

Each resident receives a key when they check into the residence hall. She/he assumes responsibility for this key until she/he checks out of the hall. These keys may not be duplicated. If you lose your key, report this to the Resident Director as soon as possible. The cost of replacing your key will be deducted from your dorm deposit. If you are locked out of your room, contact the Resident Assistant on duty.

Layout:

Residence halls vary greatly in size and design. Each area (*floor, suite, apartment*) has a lounge and kitchenette. Each hall has study rooms, recreation areas and kitchens. Hall televisions are available in all buildings except the Town House Complex.

There are lounges and recreation areas available which groups may reserve through the Hall Councils. Students planning large parties are encouraged to reserve these areas to avoid disturbing other students.

Lounges:

Lounges are for the use of all residents and their guests. Removing any furniture from a lounge or room to another area in the Hall, or removing any furniture from the building is strictly forbidden. Violation of this policy will result in student damage workers or maintenance personnel removing the unauthorized item from your room and returning it to the appropriate area. A service fee will be assessed and repeated incidents may result in further action.

Wash/Dry:

Coin-operated washers and dryers are available in the Town House Complex, Russell Towers and Herlihy Hall. Aubuchon has a washer and dryer on each floor. They are not pay machines but each resident donates \$10.00 per year for their maintenance. If you lose your money in the machines or find them inoperable, please report this to the reception desk or RA so the problem may be corrected. ● *All facilities are for resident students only and non-residents found using hall laundry facilities will be subject to a fine. Commuter students may use the laundry facilities in Miller Hall.*

Your Personal Stuff:

Your personal belongings are naturally very important to you - to integrate them into the residence hall to create an environment you feel is "home." Also realize your belongings may affect your roommate and neighbors, so some limitations are necessary.

Your Room

Cleanliness:

You are responsible for keeping your own room clean. Vacuum cleaners, mops and brooms are available for your use. Maintenance personnel will clean the public areas of the residence halls. Painting is allowed in some areas of the residence halls, upon approval of the Housing Office. The Hall Council of each building will have information regarding painting.

Damages:

The Resident Assistant for your section will give you a room inventory sheet for your room when you move in. You have the opportunity to add any damages or comment on the condition of the room before this sheet is filed with the Housing Office. There will be regular inspections made of rooms by the Resident Assistants. When you move out of your room, it will be checked by you and the Resident Assistant and compared to the conditions listed on the inventory sheet. All residents must make an appointment with their RA in order to complete the inventory sheet before moving out of the residence halls. Any student failing to do so will lose the right to appeal any of the damage charges. Damages, if any, will be reported and the amount will be deducted from your deposit return. Public areas will be assessed in a similar manner and persons responsible for damage in these areas will be charged. It is in your best interest to report any incidents involving damage to a Resident Assistant.

Whenever there is a maintenance problem or damage done in your room, report it to the Resident Assistant as soon as possible.

Furnishings:

Each room will be furnished with a bed, mattress, study desk and chair, book shelves, closet and bureau for each occupant. Shades are furnished but you may bring your own curtains. College furniture may not be removed from the room to make space for your belongings.

Beds in Russell Towers and the Town House Complex may be used as bunk beds. This is not possible in Aubuchon or Herlihy Halls. Waterbeds are not allowed in any residence hall.

Remember, you have a roommate who will also be bringing in personal items so don't overload. You and your roommate will need to determine ground rules for what is "yours," "mine" or "ours," and respect each other's property.

Room Change:

Normally, room changes are not allowed until after three weeks into each new semester. After this time, if you desire a room change, you should see your Resident Assistant to fill out the necessary forms. Should your roommate move out of your room, see your Resident Assistant.

ADVICE FROM SHERLOCK HOLMES: Certain precautions should be taken concerning the security of your property. We suggest:

1. Make a list of all your personal property including identifying serial numbers and manufacturer.
2. Record numbers of all credit cards and checking accounts. Also, keep the addresses of these companies and banks to notify them if your cards are stolen or lost.
3. Keep money and valuables in a secure place.
4. Be alert to strangers or solicitors in non-public areas of living units and report their presence to the hall office or staff member.
5. Keep your room locked when unoccupied or when sleeping at night.

In the event that you are a victim of a theft, notify Campus Security RA and Resident Director. Campus Security may be reached in an emergency by calling 345-2151, ext. 3111.

Services

Appliances:

You may use portable electric hair dryers, portable apartment-size refrigerators, razors, radios, portable television sets, tape recorders, stereos, popcorn poppers and coffee makers. To meet safety requirements, it is necessary to specify that all appliances containing a heating element have the element fully enclosed. Both the appliance and any cord used in connection with it must have an Underwriter's Laboratory (UL) ap-

proval. When using these appliances, care should be taken to ensure that no damage is done to College property.

Hot plates and any cooking appliances other than those listed above cannot be approved for use in your room. Kitchenettes are available to all residents who wish to prepare snacks. Students must supply their own utensils.

Mail:

A locked mailbox and combination is assigned to you in the Campus Center G-Lobby. Mail delivery and distribution is made at the post office (*Campus Center G-Lobby*). You will be notified if you have a registered letter or package, etc. by a mail-package slip, which is placed in your mailbox. Mail is not forwarded between semesters.

The college operates a mail service on campus for the purpose of transacting campus business only. A campus mailbox and a stamp vending machine are located on the wall by the post office.

For quick delivery address your mail as follows:

Name

Box #

Fitchburg State College

Fitchburg, MA 01420

Outside Recreation:

Just a short distance from the residence halls is the recreation complex. Facilities include a soccer field, tennis courts and a track. Parkinson Gym and McKay Gym are available for intramural sports teams as well as free hours for exercising. Many residence hall floors form intramural teams.

Phone:

Pay phones are provided in public areas throughout the halls. Town House residents have the use of a pay phone in the Common Building and may have phones installed in their apartments.

Refrigerator Rental:

Refrigerators which are acceptable for residence hall rooms are available on a rental basis.

The Food

The residents on campus dine in the Holmes Dining Commons between Herlihy Hall and Russell Towers. Meals are served from two service areas which include a Salad Bar, Deli-Bar, and Dessert Bar. The dining hall seats approximately 600 students. The food service staff provides a special service of sweets and cakes, along with other party and cookout supplies to help students with their various special functions on campus. Parents and friends are always welcome to join students in the dining hall.

Meals/Menus:

There are two types of meal plans for resident students. There is the five-day plan which includes breakfast, lunch and dinner Monday through Friday, and the seven-day plan which includes breakfast, lunch and dinner for the full week. "Special Event" dinners are served with the menu following a national or festive theme: for example, Christmas, Thanksgiving, etc. If you have any suggestions about the food or service contact your Food Committee representative or the food service staff.

The menus are carefully planned for an interesting variety. The highest quality products are obtained at the most economical prices.

Seconds are available on most menu items. Only fresh fruit and cones may be carried out when self-service ice cream machines are operational.

Class Conflict/Sick Trays/Special Diets:

If you are involved with Student Teaching or a class conflict please make arrangements with the food service staff for either a sack lunch or an early or late meal.

Sick trays may be obtained by presenting a sick tray slip which has been signed by your Resident Assistant along with your College ID card.

There are members of the Food Service Staff who help with the planning and preparation of special diets for students who are vegetarians or who have health problems affecting their diet.

Meal Tickets:

Each semester you will receive a meal ticket number that is placed on your College ID. You must present your College ID card to be admitted to the dining hall for each meal. If you should lose your College ID, a temporary ID can be obtained from your Resident Assistant. When you replace your ID card, there is a \$2.00 fee.

Role of the Residence Hall Judicial Boards

The two Residence Hall Judicial Boards hear cases on all incident reports from the Residence Halls brought to the Resident Directors with the following exceptions:

1. The accused student requests an administrative hearing, that is a hearing before a Resident Director or other administrator rather than before the student Judicial Board.
2. A Resident Director decides to conduct an administrative hearing. This may be due to time constraints or in order to maintain confidentiality.

When the Board hears a case it is the Board's responsibility to:

1. Determine the innocence or guilt of the accused.
2. Understand the context of the situation as thoroughly as seems necessary.
3. As a group agree upon a sanction which will be suggested to the Resident Director.

The Resident Director will generally sign off on the sanction suggested by the Board but has the option to alter the sanction when s/he deems necessary. Sanction is delivered to the student.

Failure to comply with the sanction(s) may result in a new case before the Judicial Board.

Composition of the Judicial Board and Roles of Justices

The Residence Hall Judicial Boards consist of six (6) members. Each Board consists of:

- A. Two representatives from Aubuchon Hall
- B. Two representatives from Russell Towers
- C. One representative each from Herlihy Hall and the Town Houses.

These positions are to be publicized during the beginning of the Fall Semester. Any full-time resident student is eligible to apply for a position on the Board. The selection process takes place separately in each building and consists of:

1. Completing a Residence Hall Judicial Board Application and submitting it to one's Resident Director.
2. Interviewing with the Resident Director and committee in your building; committees generally consist of the R.D., and R.A. from that same building and another student.
3. Selections are made and members are assigned to a specific Board according to their schedules.

After Board members are assigned each Board elects its own Chairperson and Hearing Officer. The Chairperson conducts the meetings according to standard procedures.

The Hearing Officer shall:

- A. Receive and determine the validity of all complaints for prosecution brought before him or her.
- B. With the assistance of the Board's advisor determine the charges being brought and perform all necessary paperwork. (completion of subpoenas, complaints, etc.)
- C. Prepare in advance of the hearing any appropriate questions for each case.
- D. During the hearing records responses.
- E. Following hearing completes report forms and prepares sanction notices for Resident Director(s).

Procedure:

There shall be a meeting of the Residence Judicial Board as soon as possible after its selection, for the purpose of setting up internal operating procedures, electing a Chairperson and a Hearing Officer, and setting a standard day and time for meetings.

- A. Any member of the College Community may bring a complaint to the Hearing Officer or the appropriate Resident Director within fourteen (14) days of discovery of the alleged misconduct by a student.
- B. As soon as possible after a complaint is filed against a particular student and providing that the Hearing Officer or Resident Director find such a complaint reasonable, the Hearing Officer of the Resident Director shall deliver a written notice to the student charged. Such notice shall include:
 - 1. the alleged offense
 - 2. the name of the party making the complaint
 - 3. the time and place of the hearing
 - 4. that failure to appear will result in the case being heard in the charged student's absence
 - 5. information of his/her right to know the names of the witnesses against him/her to present witnesses in his/her behalf: and/or to request a reasonable postponement of the hearing date
 - 6. a copy of these regulations
 - 7. information for arranging a consultation with that office bringing action
- C. The accused shall have the right to choose to have his/her case heard either by the appropriate Resident Director or by the residence Judicial Board. This decision, once made, is binding on the accused.
- D. A quorum shall be four (4) members. In case a quorum is not present, the Chairperson shall dismiss the hearing to the next scheduled Residence Judicial Board meeting time with in the next week.
- E. A member of the Residence Judicial Board who is in any way an interested party to a proceeding shall disqualify himself/herself from the hearing.
- F. The accused shall have the right to question all witnesses.
- G. The hearing shall be conducted in an informal manner. Rules of evidence need not be applied and the Judicial Board, by unanimous vote, may decide whether to consider any piece of evidence presented.
- H. the Chairperson may adjourn or recess the proceedings at any time during the proceedings, providing the proceedings reconvene within five

school days.

- I. In reaching a decision, the Judicial Board shall consider only matters introduced into evidence at the hearing.
- J. Any decision of the Judicial Board must be arrived at by a majority vote of those present.
- K. Within 24 hours of a hearing, the Hearing Officer shall deliver to the appropriate Resident Director (the R.D. of the area in which the incident occurred or where the student currently resides) the decision of the Board, and the recommended sanction(s).

If the Resident Director concurs with the decision and recommendation(s), then within two (2) class days of a hearing the Hearing Officer or R.D. shall deliver to the accused and to the Director of Housing, a written notice to the accused of his/her right to appeal.
- I. All proceedings of the Judicial Board will be precorded. A copy of this recording will be available to the accused for the purpose of preparing an appeal, and then will be turned over to the Director of Housing.

FITCHBURG STATE COLLEGE RESIDENCE HALL OCCUPANCY AGREEMENT ACADEMIC YEAR 1981 -1982

Following is the **Residence Hall Occupancy Agreement** which you signed and serves as your room lease. The first page has been condensed, while the **Further Terms and Conditions** are printed in their entirety.

Fitchburg State College under the jurisdiction of the Massachusetts State College System henceforth referred to as the College, agrees to grant a right of use and occupancy of one residence hall room to the resident:

Resident's Name (Please Print) Class Student ID# Date of Birth

Home Address City State Zip Code Home Phone

M F

Major Field of Study

New Resident _____

Returning Resident _____

hereinafter referred to as the resident, for the academic year, subject to the conditions that this agreement may be terminated without further notice by the College should the resident fail to maintain himself/herself as a student in good standing at the College, as defined in the College and residence rules, regulations, policies, or to comply fully with any of the following terms of this agreement:

- 1. TERM:** (a) The term of this agreement is for the academic year indicated above unless otherwise specified

in (c) below and shall begin on the day preceding the opening of the College and shall be terminated on the day twenty-four (24) hours after the resident's final examination in both the Fall and Spring semesters or by 5:00 P.M., on the last day of final examinations.

- (b) Each resident will be responsible for the complete payment of room and a Food Service Plan for the entire year, or the prorated balance if a student is accepted as a resident after the start thereof, or except as otherwise provided herein.
- (c) (Fill in only if term is less than full academic year.) The term of this agreement is from:

_____ to _____

2. FINANCIAL OBLIGATION

3. EFFECTIVE DATE OF AGREEMENT: Receipt of a resident's signed agreement and deposit by the College shall be considered as the resident's application for a room. This agreement will not become effective until the College signs the agreement and returns a copy of the fully executed agreement to the resident.

4. PARENT'S SIGNATURE: Any resident who is not eighteen (18) years of age as of the date of her/his signing of this agreement must have her/his parent or guardian also sign this agreement.

I, THE RESIDENT CERTIFY THAT I HAVE READ THIS AGREEMENT AND UNDERSTOOD THE CONDITIONS AS CONTAINED ABOVE AND THE ATTACHED "FURTHER CONDITIONS" AND AGREE TO COMPLY THEREWITH. FURTHERMORE I CERTIFY THAT I WILL ABIDE BY THE REGULATIONS OF THIS AGREEMENT, AS WELL AS COLLEGE AND STATE REGULATIONS.

Resident's Signature Date Parent or Guardian

Signature of College Official(s) for the
Board of Trustees of State Colleges

Approved by Board of Trustees 4/8/76

FURTHER TERMS AND CONDITIONS

1. **ROOM RESERVATION DEPOSIT/DAMAGE (RRD/DD):** All residents (*entering, transfer and returning students*) must pay a \$100 RRD/DD prior to room occupancy. The resident must submit to the College \$50 of the \$100 RRD/DD with a signed agreement to be considered for a room assignment. Payment of the deposit and the resident's receipt of an agreement signed by the College will reserve a space until occupancy. The remaining \$50 of the \$100 RRD/DD shall be paid prior to occupancy.

Upon completion of the Fall semester residency, \$50 of this deposit will be applied toward the Spring semester room fee. The remaining \$50 will be considered as a damage deposit and its return will be governed by the damage deposit policy upon termination of this agreement.

2. **FAILURE TO PAY REQUIRED FEES:** The College reserves the right to withhold from the resident his or her diploma for the academic year referred to in this agreement, the remainder of the RRD/DD, and to refuse to register the resident as a resident or grant housing for any future semesters in the event that any of the fees required herein remain overdue or unpaid.
3. **REFUND ON ROOM RESERVATION DEPOSIT:** The room reservation deposit is refundable only if the College refuses oc-

cupancy.

4. **REFUND ON ROOM FEES:** Residents who withdraw from this agreement during the academic year will forfeit their RRD; and remain liable for the room fee for the term of this agreement except as follows:

a. Withdrawal Prior to Occupancy

Residents who wish to withdraw from this agreement prior to occupancy may obtain a refund on room fees provided written notice of intention to withdraw is given to the Director of Housing no later than thirty (30) days before the commencement of either the fall or the College is able to fill the vacancy created by the resident's withdrawal.

b. Withdrawal During Term of Agreement

Residents who wish to withdraw from this agreement during or at the end of a semester may receive a prorated refund on room fees **provided** they notify the Director of Housing in writing prior to their withdrawal **and** the College is able to fill the vacancy created by the resident's withdrawal. Such prorata refund shall be determined from the date of occupancy by the resident filling the vacancy.

- c. **Individual Exceptions:** as determined by the Director of Housing or other official in charge of residence halls.

5. **DAMAGE DEPOSIT POLICY:** \$50.00 of the RRD/DD will be considered as the resident's damage deposit against which any assessed damage will be charged upon termination of occupancy or this agreement. The resident will be responsible for the condition of the room assigned to her/him. Each room will be inspected by the College staff in the presence of the resident prior to occupancy and upon termination of occupancy. Any lack of cleanliness, damage, theft, vandalism or loss of College property including loss of keys issued to the resident will be charged against the resident's damage deposit. Damage of common areas within the residence hall may be prorated among the residents of a hall or a specific area of the hall. An assessment for loss, based upon an itemized estimate of loss from damage, theft, or vandalism, will be given to the resident within thirty (30) days of the expiration of the term of this agreement. The damage deposit, minus any assessment for loss, will be refunded within thirty (30) days after the expiration of the term of this agreement.

In the event the estimate of loss from damages exceeds the damage deposit, the resident will be billed for the additional amount which shall be remitted within thirty (30) days.

6. **VACATION PERIODS:** The residence hall will be open to residents during the academic year except for vacation periods, between semesters and as specified in the current academic calendar.
7. **BEHAVIOR:** Residents are accountable for any behavior which infringes on individual and group rights, and/or jeopardizes the health and safety of individuals and property. All residents must abide by the regulations in this agreement, as well as College and State regulations. Individual residence hall rules and regulations shall also be obeyed to the extent to which they do not conflict with the terms of this agreement. Violations of these regulations may result in the resident's dismissal from the residence hall or other sanctions in accordance with College administrative procedures.
Tampering with fire fighting equipment, turning in false alarms or making a bomb threat will result in immediate suspension from the residence hall. A resident who refuses to evacuate the residence hall during a fire alarm or refuses to cooperate with residence hall staff and security personnel may be suspended from the residence hall.

Athletic endeavors within or in the general area of the residence halls are prohibited unless authorized by the residence hall staff.

All residents are expected to have consideration and respect for fellow residents, as well as for the physical property of the residence hall. Please remember that residents are held responsible and accountable for the behavior and the actions of their guests.

8. **ENTRY TO RESIDENT ROOMS:** College housing personnel may enter student rooms at any time for health or safety related emergencies and may enter rooms upon reasonable notice, during non-vacation periods and at any time during vacation periods in order to make routine maintenance repairs and safety checks and to insure that the terms of this agreement are being complied with. Regular room checks will be conducted upon the closing of the residence for vacation periods for health and safety reasons by the residence hall staff.
9. **PERSONAL PROPERTY:** Residents are responsible for their personal belongings. Except as required by law, the college does not assume responsibility for loss of, or damage to, personal articles by fire, theft or any other cause. The Housing Office recommends that each student acquire some type of insurance coverage for her/his protection.
10. **CLEANLINESS:** Students are responsible for the cleanliness of their rooms and must maintain reasonable sanitation and safety standards. Waste materials should be removed regularly. Students are responsible for cleaning their rooms. If the College must clean the room, an appropriate charge will be assessed to the resident.
11. **PETS:** For health and safety reasons, no animal or pet of any kind is permitted within the residence halls, unless otherwise permitted by the Director of Housing.
12. **FOOD SERVICE:** Each resident, except for residents of the apartment complex, must participate in a Food Service Plan. If a student withdraws from the College, the Food Service Plan fee will be refunded in accordance with College policy for tuition refunds. If no Food Service Plan is elected by a student who must elect a plan upon signing of the Occupancy Agreement, it will be assumed the student wishes a 7-day meal plan, and the College will bill the student accordingly.

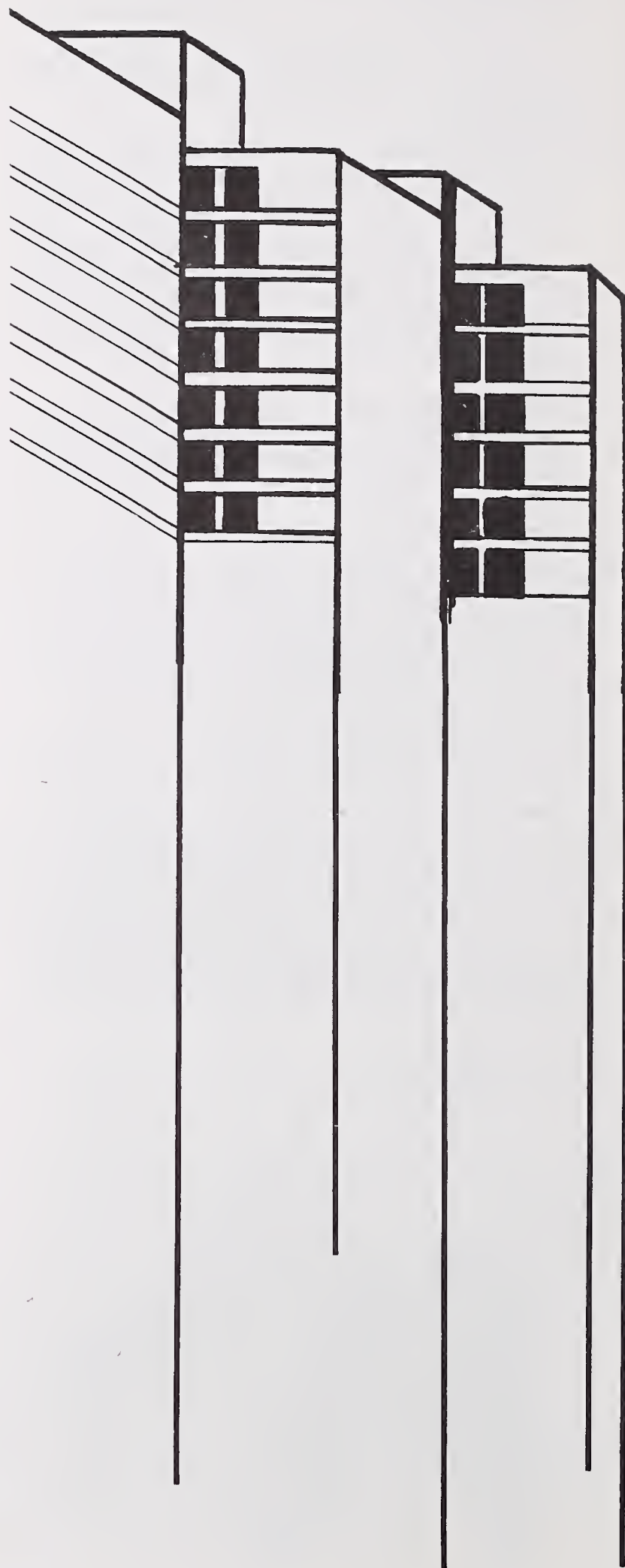


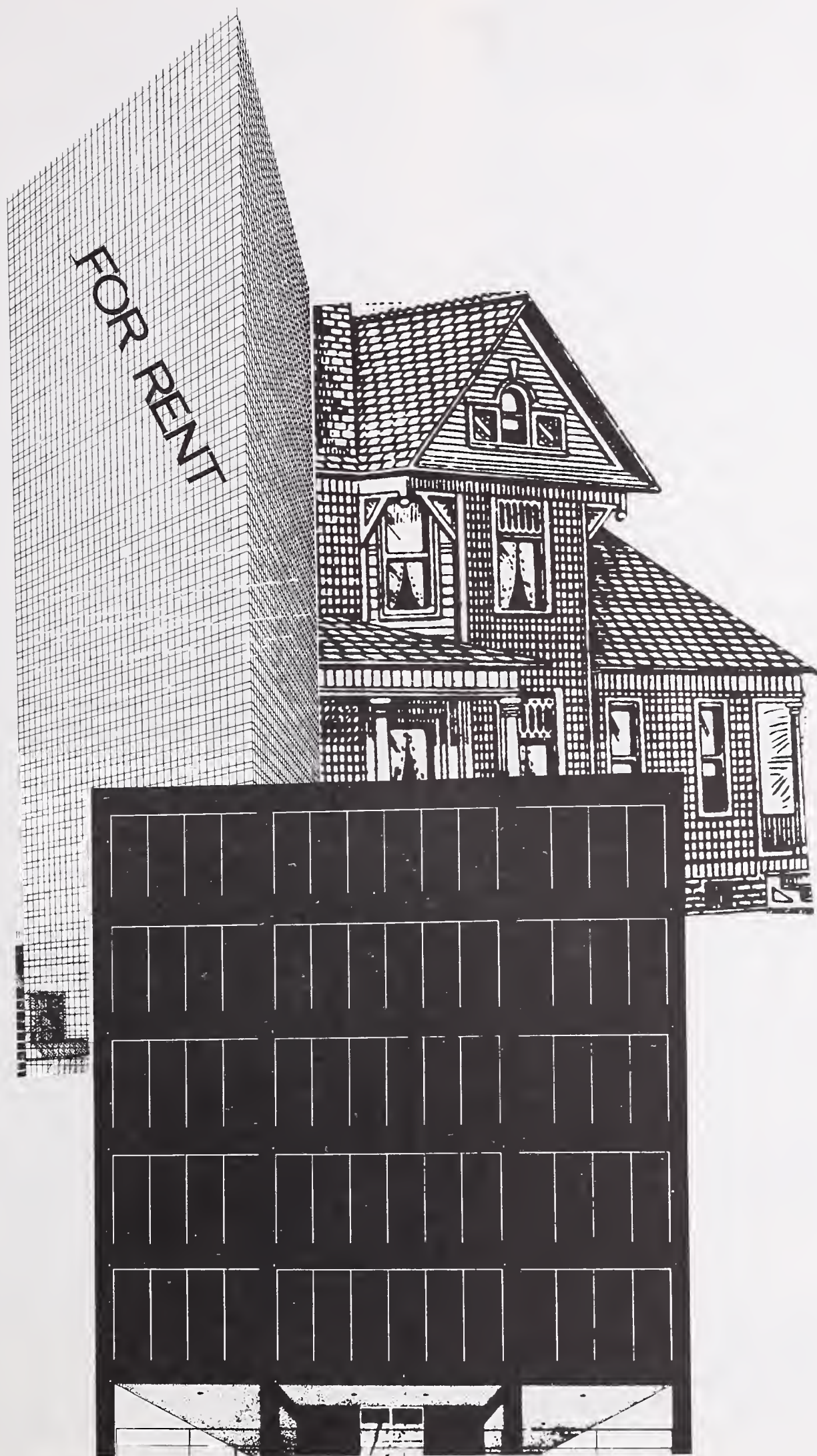
13. **KEY DEPOSIT:** A key deposit will not be collected from residents. However, if the key is lost or not returned at the time the resident checks out of her or his room, a lost key charge of \$5.00 will be deducted from the damage deposit.
14. **OVERNIGHT NON-RESIDENTS:** All persons who are not overnight residents of the host's residence hall and who intend to stay overnight must register with the Resident Director. The host resident is responsible for the non-resident's actions while in the building. If another resident's bed and room are to be used, permission for the use must be obtained in writing.
15. **HEALTH SERVICES:** All residents are required to have on file with the Health Services Office an up-to-date physical exam and medical history form. All residents are advised to be covered by some type of health insurance. College personnel will not be responsible or liable for administering to a resident's medical needs.
16. **PARKING:** All residents are bound by the College parking regulations. These regulations are available at the Campus Security Office.
17. **VISITATION POLICY:** Residents are permitted to entertain non-residents in accordance with the visitation policies in effect in each residence hall.
18. **ALCOHOL:** The alcoholic beverage policy as defined in the residence and College rules applies to the residence halls.
19. **DRUGS:** All illegal drugs are prohibited in the residence halls.
20. **WEAPONS:** The possession, maintenance or discharge of firearms of any nature or description (*fireworks, any other device of an explosive nature, bows, arrows, crossbows, slingshots or any other instrument which could be considered a weapon*) is prohibited in or about the residence halls. Any violation of this policy is grounds for immediate suspension from the residence hall.
21. **COOKING AND WASHING APPLIANCES:** The use of cooking, heating and washing appliances is prohibited in the resident's room.
22. **SOLICITATIONS:** Commercial activities, solicitations or advertisement are not permitted in the buildings or on the grounds of the College residence halls except when permission has been specifically granted by the Director of Housing.
23. **USE AND TREATMENT OF PREMISES:** No objects may be dropped or thrown from windows. Residents may not enter upon, cross or use the rooftops or fire escapes in any manner without specific written authorization from the Housing Office. Tampering with locks and altering or duplicating college keys are prohibited. Lounge furniture may not be moved to resident rooms. Removing window screens without permission from the Housing Office and/or sitting on window sills or leaning out of windows are prohibited.
24. **REASSIGNMENT OF ROOM:** The College reserves the right to assign a resident to another room or residence hall. Prior to reassignment of a room during the academic year, the College will consult with the resident.
25. **USE OF ROOM DURING VACATION PERIODS:** The College may, with the resident's consent, use the resident's room during vacation periods and the resident agrees, upon reasonable notice, to remove personal belongings from the room during such vacation periods. The College agrees to provide space for storage of these belongings of the resident during any vacation periods when the room will be used by the College.

26. **RIGHT TO INCREASE OCCUPANCY:** In the event of an emergency, the College reserves the right to increase occupancy, so long as such increase conforms with prevailing occupancy and health standards. In the event that the College does increase room occupancy, then the room fee for the semester will be reduced by 20% for each of the residents of the room.

FITCHBURG STATE COLLEGE FURTHER TERMS

1. **RECEPTION DESK:** Due to financial constraints, students may be required to serve, with notice, a small number of hours at the reception desk in the residence hall, in order to keep that operation functioning on a 24 hour/day, seven days per week basis.
2. **APARTMENT COMPLEX:** Students are on notice that the Apartment Complex is considered a College residence hall and is therefore subject to all relevant College Housing rules, regulations and procedures.
3. The following quiet hours are in effect in all residence halls: Sunday-Thursday 9:00 p.m.-9:00 a.m.; Friday and Saturday 11:00 p.m.-9:00 a.m. At all other times consideration for the rights of other residents and neighbors to sleep, study and socialize in and around the residence halls in conditions of reasonable quiet must be exercised. No parties will be permitted within the residence halls except in conformance with guidelines established by the residence hall staff. Provisions regarding quiet hours may be altered by individual residence hall councils, but only to make them stricter.
4. Threats, verbal abuse or assaults on any residence hall staff member (*including Deskworkers, Resident Assistants, Resident Director and Student Life Staff members*) are grounds for immediate suspension from the residence hall and further College disciplinary proceedings.
5. Students are also expected to abide by all regulations contained in the *College Catalogue, Handbook of Rules and Regulations, and Residence Hall Manual*.
6. The 'vacancy' referred to in section 4b is defined as follows: A vacancy occurs when the campus-wide residence hall occupancy falls one below the rated occupancy of the Building Authority.





TENANT INFORMATION

The Lease

The lease is a binding, enforceable, legal agreement, which should not be taken lightly. Before signing it, read the lease carefully and make sure you understand it completely. Any changes the landlord agrees to must be put in writing with his signature in order that the document be legally binding.

Although the lease is a legal document, some landlords may include illegal provisions, which are unenforceable. Such provisions usually release the landlord from some of his obligations to the tenant. Legal advice should be sought if you are unsure about any of the terms in the lease. Any illegal provisions do not invalidate the remaining portions of the lease.

Each tenant is entitled to a signed copy of the lease. If you are not given a copy at the time of the signing, the landlord is required to send you one within 30 days. Failure of the landlord to do so does not invalidate the lease, but you may not be bound by all of its provisions.

The minimum requirements for a lease are the period of tenancy, clearly stated with specific dates, the amount of rent to be charged and when it is due.

To Lease or Not To Lease

Generally speaking, once a lease is signed the tenant is responsible for paying the rent every month for the duration of the lease, whether or not the tenant lives there. For example, if you have a lease for September through May and decide to leave school in January, you are still responsible for paying the rent through May. A lease, however, prevents the landlord from raising the rent for the duration of the lease.

A tenant who occupies the apartment with the landlord's permission, but without a written lease, is called a "tenant at will". The advantage of not having a lease is that the tenant may move out at any time. The disadvantage is that the landlord can ask you to leave at any time. The tenant and landlord must agree to any change in the terms of the tenancy. Any disagreement may end in either the tenant or the landlord ending the tenancy by giving the other a 30 day written notice. For example, if as a tenant at will you wish to move out by June 1st you must deliver to your landlord a written notice of your intention to do so no later than April 30th of that year. The landlord is held to the same requirements if he wishes to end your tenancy.

Rent

Having a lease means that the landlord cannot raise the rent for the duration of the lease. Some landlords include a penalty payment clause in the lease stating that you must pay an additional fee if the rent is not paid by the fifth of the month. This is illegal since ex-

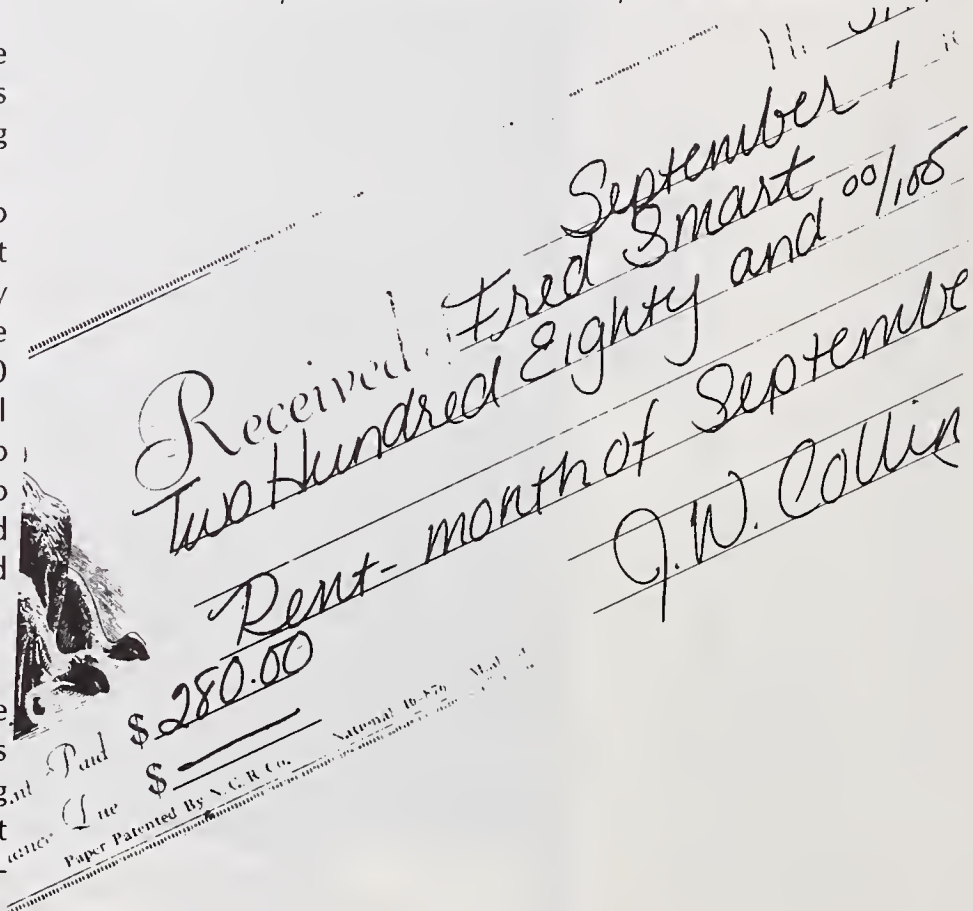
tra fees cannot be charged unless the rent is 30 days late. A provision offering a discount on the rent, if it is paid by the fifth of the month, may also be illegal and you should seek legal advice if you would like to make your discount rent your regular rent.

There may also be a tax collector clause in the lease. This raises the rent by an exact percentage of the tax increase and must be proportional to the size of your apartment in relation to the whole building.

Even though you have a lease and will be staying in an apartment for at least a year, it is a bad idea to pay the year's rent in advance. Paying the landlord his rent every month gives you some leverage in having repairs made. The landlord may exercise the right to keep the rent if you leave before the lease is up, unless the apartment has become unfit to occupy. Unfitness can only be determined by the inspection of the apartment by a city health official. Therefore, you should agree to pay your rent in monthly installments. Your money earns interest in a bank account; paying your rent monthly keeps your landlord interested in you. Those are two good reasons for paying rent monthly.

Damage or Security Deposits

The landlord may require a damage or security deposit when the lease is signed, which must be no more than one month's rent. In addition to the security deposit, the landlord may require the first and last month's rent. The security deposit may not be used for rent unless the landlord agrees. Any other fees the landlord tries to charge you may be illegal. Seek legal advice if you are in doubt. One year after the security



deposit is paid, the landlord must give the tenant interest on the money. In the case of the tenant leaving before one full year, the landlord owes no interest. You may have to remind your landlord that you have interest due you and deduct it from your rent if necessary. It is important to obtain a receipt listing the amount paid, its purpose, and the date.

Before you move into the apartment, it is advisable to go through the apartment with the landlord and make a list of all the damages which both parties should sign. Keep a copy for yourself. If it is not possible to make a list with the landlord present, you have 15 days from the day the security deposit was paid to make a list, sign it, and give it to your landlord. The landlord may have his own list. No matter what the list, make sure you keep a copy signed by the landlord.

After you move out, the landlord has 30 days to return the security deposit. If he claims that you damaged the apartment and intends to use the security deposit to make repairs, he must give you a written list of the damages and the cost to repair them along with the remaining money from your deposit within 30 days. The list must not include any of the damages that were on the list made when you first moved in. A landlord who loses the list of damages that was made when the tenant moved in must return the full security deposit even if the tenant still has his copy. Also, you cannot be charged for reasonable wear or tear to the apartment, such as dirt on the walls or carpets. Failure of the landlord to return the deposit or an itemized list of damages within 30 days gives the tenant the right to sue the landlord in small claims court.

Repairs In Your Apartment

If your apartment is in need of repair, there are several ways to encourage the landlord to make them. First, make sure the landlord knows what the problems are. Send a dated letter listing the repairs needed, retaining a copy of the letter for your records. Allow a reasonable time for him to respond, as determined by the conditions in disrepair.

If the landlord ignores your request, call the Health Department and ask for an inspection. Have a list of needed repairs in hand when the inspector arrives. A list of State requirements that must be met by the landlord is available in the S.G.A. office.

The inspector will send a list of violations to the landlord and give him a period of time, which can be 24 hours to 30 days, depending on the violation, in which to make the repairs. If the landlord does not make the repairs in the time specified, he can be prosecuted.

There are a few more assertive ways to have repairs made. If an appliance that comes with the apartment

is not working, and the landlord has been notified, but seems to be taking his time about fixing it, the tenant has a legal right to negotiate a rent deduction with the landlord. This is an instance when having a good working relationship with your landlord can be very valuable.

Another way to get your landlord moving is to withhold rent until the repairs needed are made. There are certain rules you must follow to legally withhold rent. The first step in rent withholding is to get legal advice because you can be evicted if you don't follow the legal procedure correctly. Before you can start withholding rent you must be paid up in your rent. You must have an inspection by the Health Department and the inspector must find and report a violation, not caused by you, which may endanger or materially impair the health or safety of the occupants. The violation must be repairable without your evacuating the apartment. The next step is to notify your landlord, by certified mail, that you have a report of the dangerous or unhealthy conditions, and state that you will withhold the rent until they are fixed.

One other method to have repairs made is called "Repair and Deduct". There is a legal procedure that must be followed so once again legal advice should be sought before acting on this. First, a health inspector must examine the apartment and find a violation which is endangering or materially impairing the notice of the violation to the landlord. Your landlord usually has 5 days to begin or contract for the repairs and must complete them within 2 weeks. If he doesn't comply, you may have them completed and deduct the cost from the rent. However, you may not spend more than 4 months' rent each year to make repairs. *Again, seek legal advice when taking action!*

Eviction

In order to evict the tenant, the landlord must follow a legal procedure. He cannot lock you out or physically throw you out. It is illegal for him to get you out without first notifying you and then getting a court order.

The notice the landlord sends you telling you to leave is called "notice to quit". This is not a court document and it is illegal for your landlord to make it look as if it is. The notice usually says that you should "quit the premises" within a certain number of days, and the reason for the eviction.

If you have a lease, the only two reasons that your landlord can use to evict you are non-payment of rent or violating one of the provisions of the lease. For non-payment of rent, your landlord must give a 14-day written notice but if you pay the total amount of rent due within ten days of receiving this notice he cannot

process with the eviction.

Tenants without leases can be evicted for any reason, or no reason, but still must receive the proper notice. Once the notice is delivered, the tenant need not leave immediately. A summons must be served after the expiration of the written notice. The summons must be answered within seven days. Therefore, legal advice should be obtained as soon as possible. You must go to court, as the summons directs, with a list of defenses to the eviction. For example, you've paid your rent and have receipts to prove it, you are legally withholding your rent, or your landlord didn't follow the eviction procedures correctly.

Even if the defense is valid, the judge may not rule in your favor. If the verdict favors the landlord an "execution" will be issued which will order your eviction on a certain date. However, the judge may issue a stay of execution enabling you to remain up to six months.

You cannot be evicted within six months of charging your landlord with violating a health ordinance because the court assumes the landlord is just acting vengefully.

Rooming Houses

If you live in a rooming house your rights depend on how long you have lived there: less than 30 days, 30 days to 3 months, or 3 months or longer.

If you have lived in a boarding house for less than 30 days, you have few rights. Your landlord can tell you to move out at any time, but he must go to court to force you out. Your landlord may not lock you out or physically throw you out of your room.

If you have lived in your boarding house for more than 30 consecutive days but less than 3 consecutive months, you don't have to move out unless your landlord tells you in writing at least seven days before the day he wants you to move. During those seven days, your landlord may not lock you out or throw you out of your room.

After the seven days are up, your landlord must go to court and get a court ordered eviction notice to force you to move.

If you have lived in your rooming house for more than three consecutive months, you have the same rights as a *tenant at will* who lives in an apartment. Your landlord must go through the same process described previously before you can be evicted.

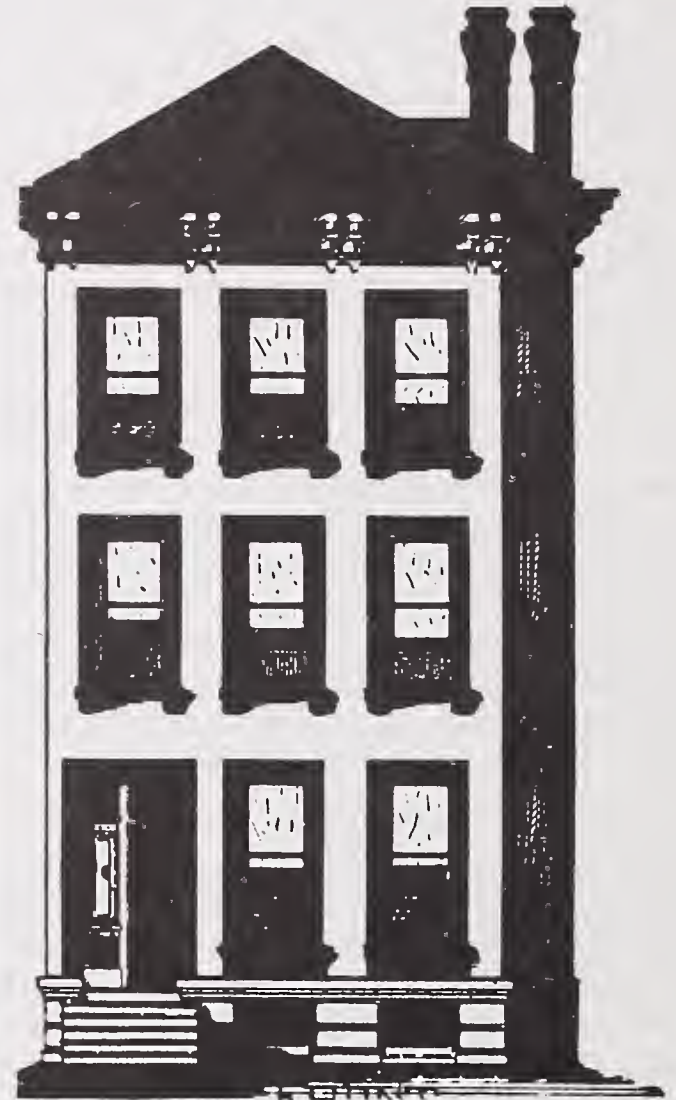
Fitchburg State College Student Government Office

Lower level, Hammond Building

Telephone: 345-2151, 345-7922, 345-7923

Fitchburg Health Department

718 Main St.; Telephone: 345-4329



MISCELLANEOUS



Accidents

All accidents should be reported to the Student Life Office, Campus Security, or the Health Service.

Bicycle Parking and Storage

Bicycles are a useful means of transportation around campus and town. Parking for bicycles can be found at the entrances to the Campus Center and lower level of the Sanders Building. Storage of bikes for residence hall occupants is available. Contact the residence hall staff.

Bookstore

Located in the Campus Center G-Lobby, the bookstore carries required textbooks as well as many other supplies ranging from T-Shirts and magazines, to greeting cards and stationery.

Campus Post Office

Every student is assigned a locked mailbox and combination in the Campus Post Office located in the Campus Center G-Lobby. Mail delivery and distribution is made at the post office. You will be notified if you have a registered letter or package by a mail-package slip placed in your mailbox. Mail is not forwarded between semesters.

For quick delivery address your mail as follows:

Name
Box#
Fitchburg State College
Fitchburg, MA 01420

Change of Name or Address

Each student should promptly report any change of name or address to the Registrar's Office so that his or her permanent record can be corrected accordingly.

Class Cancellations and Dismissals

In the event of inclement weather the cancellation of classes will be reported on WBZ, WEIM, WFGL, WTAG, WLMS, and WEEI radio stations.

Faculty absences are posted daily on the Condikey Science Building and Thompson Hall Bulletin Boards and at the Campus Center Information Desk.

Facilities Reservations

All requests for use of on-campus facilities must be initiated in the Campus Center Office. Please consult the Campus Center for information regarding facilities and refer to the **Programmer's Guide**, published by the Campus Center, for specific information.

I.D.'s

Every student is issued a picture I.D. card. Students should carry their I.D. card with them at all times. The I.D. is your passport for campus services and activities including the use of the Library. Failure to produce

your I.D. upon request by any designated official is a violation of college policy. Any student who loses an I.D. should apply to the Student Life Office for a replacement. There will be a charge of \$2.00 for the replacement.

Insurance

Health & Accident Insurance is made available through the college to individual student subscribers. The Health Service has policies and application materials for six or twelve month subscriptions. Athletic insurance is a different policy and coverage depends on each sport. Intramural and recreation activity participants are not insured by the college.

Lockers

There are student lockers located in the Industrial Arts Building and Campus Center. A key for the semester may be obtained at the Campus Center information desk for a \$5.00 refundable deposit.

Lost and Found

Lost and Found articles may be claimed at the Campus Center Information Desk.

Parking Ban

No overnight parking is allowed on the city streets from November 1st to April 1st. If a snow storm falls before November 1st, the parking ban goes into effect immediately. Watch the Fitchburg Sentinel for details.

Parking Regulations

Parking facilities at Fitchburg State College are limited, but are being gradually expanded.

Commuting students are required to obtain identification stickers if they wish to park in student lots on campus.

There are no parking areas assigned to resident students. Junior and senior residents whose curricula require travel to nursing and teaching assignments should confer with the Academic Affairs Office.

More specific information is contained in the booklet entitled "Motor Vehicle Regulations," available from the Campus Security.

Registrar

The Registrar's office is located in the basement of the Sanders Building. This office keeps all academic records for full-time undergraduate students. This is the place to go to resolve scheduling problems, to keep track of your requirements, to request a transcript, and to examine your records.

Transcripts

Transcripts are available from the Office of the Registrar and will be sent at the request of a student for a charge of one dollar.



Designed and Printed
By
Fitchburg State College
Press

In appreciation,
John Bazzinotti, Marianne Birt, Judith Desmond, Leslie Edwards,
Robin Haley, James Roger, Cynthia Schroeder.



FITCHBURG STATE COLLEGE

DORMS:

- A - Aubuchon Hall
- B - Russell Towers
- C - Herlthy Hall
- D - Town House Apartments



- 1a - Conlon Building - Music
- 1b - Conlon Building - Industrial Technology/Instructional Media
- 2 - Weston Auditorium
- 3 - Condit Science Building
- 4 - Sanders Administration Building
- 5 - Parkinson Gymnasium
- 6 - Willis B. Anthony Building - Receiving
- 7 - Power Plant - Campus Police
- 8 - Percival Hall
- 9 - Edgerly Hall
- 10 - Thompson Hall - Graduate and Continuing Education Offices
- 11 - Miller Hall
- 12 - Hammond Building - Library/Campus Center/Film Library/Learning Resources Center
- 13 - Holmes Dining Commons
- 14 - McKay Campus School - Teacher Education Center
- 15 - Athletic Fields
- 16 - Newman Center

